

Cabinet

Date and Time - **Monday 11 December 2023 – 6:30pm**
Venue - **Council Chamber, Town Hall, Bexhill-on-Sea**

Councillors appointed to the Committee:

Councillor D.B. Oliver (Leader), C.A. Bayliss (Deputy Leader), S.M. Prochak, MBE (Deputy Leader), T.J.C. Byrne, S.J. Coleman, K.M. Field, A.K. Jeeawon, R.A. McCourt, A. Rathbone Ariel and H.L. Timpe.

AGENDA

1. MINUTES

To authorise the Leader to sign the Minutes of the meeting held on 6 November 2023 as a correct record of the proceedings.

2. APOLOGIES FOR ABSENCE

3. ADDITIONAL AGENDA ITEMS

To consider such other items as the Leader decides are urgent and due notice of which has been given to the Head of Paid Service by 9:00am on the day of the meeting.

4. URGENT DECISIONS

The Leader to give details of those reports that have been referred to the Chairman of the Council to consider designating as urgent, in accordance with Rule 17 of the Overview and Scrutiny Procedure Rules contained within Part 4 of the Council Constitution, and to which the call-in procedure will not therefore apply.

5. DISCLOSURE OF INTERESTS

To receive any disclosure by Members of personal and disclosable pecuniary interests in matters on the agenda, the nature of any interest and whether the Member regards the personal interest as prejudicial under the terms of the Code of Conduct. Members are reminded of the need to repeat their declaration immediately prior to the commencement of the item in question.

6. REFERENCE FROM THE OVERVIEW AND SCRUTINY COMMITTEE - CLIMATE STRATEGY 2023 (Pages 3 - 90)

At the discretion of the Leader, the order of the items set out in the agenda may be varied

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Rother District Council putting residents at the heart of everything we do.

7. **REFERENCE FROM THE OVERVIEW AND SCRUTINY COMMITTEE - PERFORMANCE REPORT - FIRST AND SECOND QUARTERS 2023/24** (Pages 91 - 104)
8. **LOCAL NATURE RECOVERY STRATEGY** (Pages 105 - 108)
9. **PLANNING SOFTWARE FUNDING** (Pages 109 - 116)
10. **STREET NAMING AND NUMBERING POLICY** (Pages 117 - 140)
11. **ROTHER DISTRICT COUNCIL PUBLIC CONVENIENCES CLEANING CONTRACT 2024** (Pages 141 - 186)
12. **BEXHILL LEISURE CENTRE AND BEXHILL LEISURE POOL FREEDOM LEISURE CONTRACT 2024-2026** (Pages 187 - 190)
13. **CORONATION LIVING HERITAGE FUND** (Pages 191 - 194)

Lorna Ford
Chief Executive

Agenda Despatch Date: 1 December 2023

Rother District Council

Report to:	Cabinet
Date:	11 December 2023
Title:	Climate Strategy 2023
Report of:	Ben Hook, Director – Place and Climate Change
Cabinet Member:	Councillor Field
Ward(s):	All
Purpose of Report:	To consider the recommendation arising from the Overview and Scrutiny Committee meeting held on 20 November 2023, regarding the Council’s Climate Strategy 2023. The report and recommendations arising are reproduced below and the Minutes of that meeting (Appendix G) should be read in conjunction with this report.
Decision Type:	Key
Recommendation(s):	Recommendation to COUNCIL: That the draft Climate Strategy be approved and adopted.
Reason for Recommendations:	To summarise the work of the Climate Strategy refresh and obtain approval from full Council to adopt the revised Strategy.

Introduction

1. To tackle the Climate and Ecological Emergencies, the strategy to reduce emissions and create a cleaner, greener, more equitable district must evolve. The strategy review carried out in 2022/23 in partnership with stakeholders and the wider community, has resulted in the refreshed Climate Strategy (CS).
2. The CS sets out how the Council will use its powers and influence to make Rother District carbon neutral, and reduce the Council’s operational emissions to Net Zero, by 2030.
3. This report presents the findings of the Environment Strategy 2020 review, the additional evidence base required for the strategy refresh, stakeholder engagement, and the final copy for the CS (Appendix A).
4. The layout of the CS will be designed by a professional graphic designer and copy editor once the copy is agreed.

Background

5. On 16 September 2019, Rother District Council (RDC) formally declared a Climate Emergency at full Council and committed to:

Pledge to do what is within our powers, to make Rother District carbon neutral by 2030, taking into account both production and consumption emissions.

6. In 2020, the Council’s response to the Climate Emergency was developed in consultation with local partners and residents. On 21 September 2020, the Environment Strategy 2020 was adopted by the Council.
7. The COVID-19 pandemic delayed the publication of the Action Plan, but significant steps have been taken by the Council to reduce emissions both across the district and operationally. The Council’s progress on the Environment Strategy 2020 is published on the Climate Emergency web pages.
8. Climate awareness, Climate Emergency Declarations, and Local Authority Environment Strategies were relatively new in 2019/20. Climate science and public awareness have increased considerably in the relatively short time since. The COVID-19 pandemic has also changed our lives in many ways and the public response demonstrates how quickly behaviour can change when resourced and motivated.
9. Considering these changes, the Council agreed to refresh the Environment Strategy in 2022 and the CS has been produced.

Environment Strategy Review

10. A review of the Environment Strategy 2020 highlighted the following areas for improvement:
 - Emissions evidence-based – District and Organisational.
 - Changes to national policy – Environment Act 2021.
 - Rother-specific climate risks and opportunities.
 - Climate Action Plan – to direct delivery.

2020 Consultation Review

11. The public consultation for the Environment Strategy ran from March – May 2020. The consultation received 108 individual responses and 14 organisations responded.
12. A summary of the responses is provided in the table below:

What could I do to reduce the impact my household and I have on the environment?	What support could the Council provide me to help me reduce my impact on the environment?	What should the Council be doing to reduce its impact on the environment?	Is there anything missing from the draft action plan that we should consider including?	Please let us know if you have any other comments regarding the proposed Environment Strategy
Energy efficiency	Waste – recycling, food waste, compost bins, go digital	Lead by example – buildings	Food waste	Positive comments

Transport – EV, bike, drive less	Transport – EV charging points, cycle routes, more busses	Lead by example – staff travel	Biodiversity	Get on with it
Renewable energy	Planning Permission	Planning permission	Planning permission – solar panels	Don't exclude those who can't afford to be green
Waste	Encourage community action	Reduce waste the council produces	Ban bonfires	Silly jargon

Best Practice

- The following local authority climate strategies were reviewed for best practice.
- Hastings Borough Council, Eastbourne Borough Council, and Lewes District Council have all updated their strategies in the last year and Wealden District Council is about to embark on a strategy refresh.

Neighbouring Authorities	Climate Emergency UK – 2022 top rated	Similar – Emissions profile, deprivation, rural-urban population density	Others
Hastings BC	Somerset West and Taunton Council	Norfolk CC	Bristol One City
Wealden DC	Staffordshire Moorlands DC	Suffolk CC	North Norfolk DC
Eastbourne BC	East Devon DC	East Lindsey DC	Swale BC
Lewes DC			Horsham DC
East Sussex CC			Surrey CC
Folkestone and Hythe DC			Kent CC
Ashford BC			Winchester CC
Tunbridge Wells BC			

Evidence Base

- Both Rother district and operational GHG emissions were included in the evidence base for the CS (Appendix B and C).
- Other RDC strategic documents including the Anti-Poverty Strategy, the emerging Local Plan, annual Air Quality Assessments, and Strategic Flood Risk Assessment have formed part of the evidence base for the CS.

Stakeholder Engagement

- Extensive stakeholder engagement has been a core part of this strategy review. The CS Engagement Tracker in Appendix D lists the occasions when the Environment Strategy Officer has presented, discussed, or otherwise engaged

with stakeholders on the refresh. The Tracker does not include discussions about the CS via email. This engagement is ongoing as stakeholders respond to the CS.

Guiding Principles

18. The CS refresh identified the need for Guiding Principles which can be seen below. The Guiding Principles ensure the Council is using its position and influence to lead by example, work in partnership, and ensure no one is left behind.

Act now	Work in partnership	Continuously improve	Communicate impact	Be Fair
The Council recognises the urgency and will take action commensurate to the challenge.	The Council recognises its own limitations and the scale of the challenge. The Council will continue to work in partnership to achieve its goals.	The Council will measure, review, and update the Climate Strategy and Climate Action Plan regularly to ensure it remains relevant and effective.	The Council will communicate its impact and climate action to encourage others.	The Council will ensure the transition is fair. This means ensuring the benefits of climate action are accessible to all and no one is excluded.

Vision

19. The vision has been updated and aligns with the refreshed CS.
20. *A climate-resilient Rother where communities are well-equipped to deal with the challenges of climate change and are no longer contributing to global warming.*

Aims and Objectives

21. The following aims and objectives have been proposed. They reflect the CS vision and the Council's 2019 pledge.

Aim

The aim of this strategy is to enable, encourage, and accelerate the reduction of greenhouse gas emissions across the district to net zero by 2030.

Objectives

- The built environment will be low carbon and climate resilient.
- The need to travel will be reduced, those that do will be on foot, bike, public transport, or in a low/zero carbon vehicle.
- The district will produce less waste and support a thriving circular economy.
- Nature will be in recovery across the district.
- Renewable energy will be produced locally.

The Climate Strategy

22. Each of the five action areas is addressed within the CS with details of both the challenge and the Council’s approach explained.
23. Each action area supports one of the CS Objectives and has two or three outcomes which are displayed in the table below:

Vision	A climate-resilient Rother where communities are well-equipped to deal with the changing climate and are no longer contributing to global warming				
Overall Impact Measure	Greenhouse Gas Emissions reduced to 10% of 2019 baseline and nature in recovery across the district				
Theme	Buildings and Energy Efficiency	Transport	Resource Consumption and Waste	Biodiversity and Land Use	Energy Generation
Strategic Goals (Outcomes)	1. The built environment will be low-carbon and climate-resilient	2. The need to travel will be reduced, those that do will be on foot, bike, public transport, or EV	3. The district will produce less waste and support a thriving circular economy	4. Nature will be in recovery across the district	5. Renewable energy will be produced locally
Measure of success - Objectives (Outputs)	<p>Mass retrofit of existing buildings</p> <p>New buildings are net zero or carbon negative</p>	<p>Sustainable forms of transport supported through the planning system</p> <p>Facilitate the transition to LZC vehicles across the district</p> <p>A programme of activities to promote active travel across the district</p>	<p>Reduced consumption of resources and waste</p> <p>Increased repair, reuse, and recycling of goods and materials</p>	<p>Halt land and marine species decline</p> <p>Increased biodiversity and carbon sequestration</p>	<p>Solar PV on all suitable roof space</p> <p>Support renewable energy generation</p>

Climate Action Plan

24. A three-year Climate Action Plan has been produced to direct delivery of the CS (Appendix E). The Climate Action Plan is a working document.
25. The Climate Action Plan for 2027-2030 will be developed in 2026.

Options

26. The Council considered continuing with the existing Environment Strategy, but the evidence base included in the CS refresh demonstrates the need to focus the Council’s resources on supporting emission reductions in the five action areas of Buildings and Energy Efficiency, Transport, Resource Consumption and Waste, Biodiversity and Land Use and Energy Generation.

Conclusion

27. The CS is a well-researched, evidence-based document that will guide the Council's climate action and enable to Council to meet its pledge to do what is within its powers to make Rother a carbon-neutral district.
28. The Climate Action Plan will direct delivery and ensure the Council is doing what is within its powers to reduce emissions to net zero and make Rother climate resilient.

Financial Implications

29. The Council has an Environment Strategy budget to coordinate and deliver operational and district-wide emission reduction, but it will need to secure alternative funding to deliver on the ambitious 2030 target.

Environmental

30. The CS builds upon the work of the Environment Strategy 2020. It will guide the Council's climate action and enable to Council to meet its pledge to do what is within its powers to make Rother a carbon-neutral district.

Equalities and Diversity

31. The impacts of climate change are not felt equally by residents in Rother. The CS recognises those inequalities and through the Guiding Principles, will ensure a just transition to a low-carbon society for all residents. An Equalities Impact Assessment has been undertaken (Appendix F).

Other Implications	Applies?	Other Implications	Applies?
Human Rights	No	Equalities and Diversity	Yes
Crime and Disorder	No	Consultation	No
Environmental	Yes	Access to Information	No
Risk Management	No	Exempt from publication	No

Chief Executive:	Lorna Ford
Report Contact Officer:	Lucie Bolton, Environment Strategy Officer
e-mail address:	lucie.bolton@rother.gov.uk
Appendices:	A Climate Strategy B Rother District Emissions 2021 C RDC Annual Operational Carbon Emissions 22/23 D Climate Strategy Engagement Tracker E Climate Action Plan F Climate Strategy Equalities Impact Assessment G Extract from OSC Minutes
Relevant previous Minutes:	None
Background Papers:	None
Reference Documents:	None

Minutes of the Overview and Scrutiny Meeting – 20 November 2023**OSC23/38. CLIMATE STRATEGY**

(7)

Members received the report of the Environment Strategy Officer, which summarised the work of the Climate Strategy refresh and provided the resulting draft Climate Strategy (CS) to be considered for onward approval and adoption.

In 2022/23, in partnership with stakeholders and the local community, a review of the Council's strategy to reduce emissions and create a cleaner, greener, more equitable district was completed, alongside a review of the Environment Strategy 2020. The resulting CS detailed how the Council would use its powers and influence to make the district carbon neutral and reduce its operational emissions to Net Zero by 2030.

The report before Members detailed the findings of the Environment Strategy 2020 review, the additional evidence base required for the strategy refresh and stakeholder engagement information. The draft CS was attached at Appendix A to the report. The layout / design of CS would be professionally completed by a graphic designer and copy editor.

The review of the Environment Strategy 2020 highlighted the following areas for improvement: Emissions evidence-based – District and Organisational; Changes to national policy – Environment Act 2021; Rother-specific climate risks and opportunities; and Climate Action Plan – to direct delivery.

Both Rother district and operational greenhouse gas (GHG) emissions were included in the evidence base for the CS, attached at Appendices B and C to the report. Other Council strategic documents, including the Anti-Poverty Strategy, the emerging Local Plan, annual Air Quality Assessments, and Strategic Flood Risk Assessment, also formed part of the evidence base for the CS. Appendix D to the report contained the CS Engagement Tracker, which listed all occasions when the Environment Strategy Officer had presented, discussed or otherwise engaged with stakeholders on the refresh, but did not include discussions via email.

The aim of the CS was to enable, encourage and accelerate the reduction of GHG emissions across the district to net zero by 2030. The CS outlined its five objectives with five action areas (Buildings and Energy Efficiency, Transport, Resource Consumption and Waste, Biodiversity and Land Use and Energy Generation), which detailed the challenges and the Council's approach. A three-year Climate Action Plan had been produced to direct delivery of the CS and was attached to the report at Appendix E; this was a working document.

The Council had considered continuing with the existing Environment Strategy, but the evidence base included in the CS refresh demonstrated the need to focus the Council's resources on supporting emission reductions in the five action areas. The CS was a well-researched,

evidence-based document that would guide the Council's climate action and enable to Council to meet its pledge to do what was within its powers to make Rother a carbon-neutral district.

Councillor Field, Chair of the Climate Change Steering Group (CCSG) and Cabinet Portfolio Holder for Environmental, Licensing, Community Safety, Climate Strategy and Joint Waste Contract thanked the Chair for the opportunity to address the Committee, and the Environment Strategy Officer for her hard work in developing the refreshed CS. The CS proposed the Council's first Climate Action Plan and a lot of engagement had taken place with stakeholders throughout its development.

Members had the opportunity to ask questions and the following points were noted during the discussions:

- Members were pleased to note that the CS was clear, easy to read and understandable;
- Members raised concerns about green issues for older properties across the district, in particular listed buildings and those properties owned by Southern Housing;
- climate friendly initiatives were central to new housing within the Local Plan;
- carbon literacy training was being rolled out to all Council officers and was being delivered in-house. Further opportunities would be available for Member training also. It was not possible for officers to deliver training within schools as the training toolkit required the trainer to be based in the school, but discussions were taking place with neighbouring authorities to deliver to their Members and officers;
- reducing transport emissions was key;
- the action plan had been written with the current financial situation in mind. Funding had already been secured for some actions, but others would require additional funding to be applied for;
- an adaptation report, detailing how the Council was dealing with the current impacts of Climate Change would be forthcoming;
- East Sussex County Council had commenced discussions about adaptations for the county and initiatives would be coming forward from Central Government in due course, which the Council had already expressed an interest in;
- the objectives and action plan focused on factors that the Council could directly influence and would be monitored by the CCSG;
- the CS would remain a living document, to be adapted and amended as new research and technology emerged;
- a 'green directory' could be developed which gave details of individuals / organisations that provided 'green' goods or services; and
- the CS should ensure connectivity between rural and urban communities and address the differing dynamics.

RESOLVED: That Cabinet be requested to consider that the draft Climate Strategy be recommended to Council for approval and adoption.

(When it first became apparent, Councillors Clark, Field each declared a Personal Interest in this matter as Members of East Sussex County

Council and in accordance with the Members' Code of Conduct remained in the meeting during the consideration thereof).

(When it first became apparent, Councillor Maynard declared a Personal Interest in this matter as an Executive Member of East Sussex County Council and in accordance with the Members' Code of Conduct remained in the meeting during the consideration thereof).

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Climate Strategy

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Forward

Rother District Council declared a Climate Emergency in 2019 and pledged to do what was within its powers to make Rother a carbon-neutral district by 2030.

Since 2019 we have seen a global pandemic, a cost-of-living crisis, and spiralling energy costs. Global warming continues to cause havoc and the local impacts are increasing. Last year, 2022, was the warmest year on record in the UK with record-breaking temperatures exceeding 40C for the first time. There has been increased flooding and communities across the district have been affected.

We also face an Ecological Emergency. The UK is one of the most nature-depleted countries with 1 in 6 species at risk of being lost. We know restoring nature can help us to mitigate and adapt to climate change. It also has enormous benefits for people.

The way we live and work has changed and so must our approach to tackling the climate and ecological crises. We need to build climate-resilient communities that are no longer contributing to global warming and are prepared for the changes that are yet to come. We also need to restore nature at scale to protect biodiversity and encourage bioabundance.

The Climate Strategy focuses the Council's climate action on five key areas: Buildings and Energy Efficiency, Transport, Resource Consumption and Waste, Biodiversity and Land Use, and Energy Generation. We each have a role to play and this strategy outlines the actions the Council will take to reduce district-wide emissions as well as operational emissions. The strategy also promotes wider community action. This is an enormous challenge and we can all do our part to build climate resilience.

Executive Summary

Rother District Council (RDC) declared a Climate Emergency in September 2019 and published the Environment Strategy 2020 in September 2020. Following a strategy review in 2022, the refreshed Climate Strategy has been produced. The Climate Strategy sets out how the Council will use its powers and influence to make the district climate-resilient, and reduce emissions to net zero, by 2030. This strategy will be delivered through the Climate Action Plan. Climate Action Plan 23-26 has been developed alongside the Climate Strategy and Climate Action Plan 27-30 will be developed in 2026.

Vision

A climate-resilient Rother where communities are well-equipped to deal with the challenges of climate change and are no longer contributing to global warming.

Aim

The aim of this strategy is to enable, encourage, and accelerate the reduction of greenhouse gas emissions across the district.

Objectives

1. The built environment will be low carbon and climate resilient.
2. The need to travel will be reduced, those that do will be on foot, bike, public transport, or in a low/zero carbon vehicle.
3. The district will produce less waste and support a thriving circular economy.
4. Nature will be in recovery across the district.
5. Clean, renewable energy will be produced locally.

Introduction

To tackle the Climate and Ecological Emergencies, the strategy to reduce emissions and create a cleaner, greener, more equitable district must evolve. The strategy review, carried out in 2022/23 in partnership with stakeholders and the wider community, has resulted in the Climate Strategy. This document sets out how the Council will use its powers and influence to make the district climate-resilient and reduce emissions to net zero, by 2030.

Background

Climate change is the defining issue of our time. Evidence from the Intergovernmental Panel on Climate Change (IPCC) in the 2023 [AR6 report](#) demonstrates global warming is likely to exceed 1.5°C well before 2050 with the existing policies and laws currently in place. The burning of fossil fuels and deforestation is causing an unprecedented increase in global temperatures.

The impacts of climate change can be seen all around us. Unlike the Covid-19 pandemic which had a devastating, sudden impact, the impact of climate change has been less visible however scientists predict we are nearing the tipping point. We are seeing an increase in flooding, droughts, and extremes in temperature. In 2022 the UK saw the warmest year on

record with temperatures reaching above 40 degrees and the average annual temperature passing 10 degrees for the first time.

In 2019, in response to the climate crisis, the UK Government passed legislation to achieve net zero by 2050. This aligned with the commitments of the Paris Agreement to limit global warming to 1.5 degrees. The Government committed to halting its contribution to global warming and lead the way in clean growth.

The Council shared the Government's goal to reduce greenhouse gas emissions. On 16th September 2019 RDC formally declared a Climate Emergency at Full Council and committed to:

Pledge to do what is within our powers, to make Rother District carbon neutral by 2030, taking into account both production and consumption emissions.

In 2020 the Council's response to the Climate Emergency was developed in consultation with local partners and residents. On 21st September 2020, the Environment Strategy 2020 was adopted by the Council. The COVID-19 pandemic delayed the publication of the Action Plan, but significant steps have been taken by the Council to reduce emissions both across the district and operationally. Full details of these actions can be seen on the Council's Climate Emergency [webpage](#).

Climate Emergency declarations and Local Authority Environment Strategies were relatively new in 2019/20. Climate science and public awareness has increased considerably in the relatively short time since. The pandemic has also changed our lives in many ways and the public response demonstrates how quickly behaviour can change when resourced and motivated.

There has been a growing awareness of the Ecological Emergency we face with devastating biodiversity loss and species decline. The Climate and Ecological Emergencies are distinct but intrinsically linked. Restoring, protecting, and enhancing nature can remove carbon from the atmosphere and store it. Nature-based solutions such as natural flood management are highly effective ways to adapt to the changing climate and create a more sustainable landscape.

This Strategy will be reviewed at intervals and progress against the Climate Action Plan 2023-26 will be reported annually. The Climate Action Plan is a working document. Action planning for 2026-2030 will be presented in due course taking into consideration progress on the present Climate Action Plan 2023-26 and technological advancements.

Rother's carbon footprint is reported [annually](#) and a summary of the findings has been included in this document. This baseline data identifies key sources of emissions which need to be prioritised for decarbonisation. The evidence base has also been used to select action areas to improve biodiversity, opportunities to lock up carbon through sequestration and generate clean, local energy.

Rother's Carbon Footprint

District-wide emissions

In 2019, the district-wide carbon footprint for Rother was 448.87 kilotonnes CO₂ equivalent (ktCO₂e). This is to be considered the baseline year, against which reductions are measured, as this is the year the Council made the Climate Emergency Declaration.

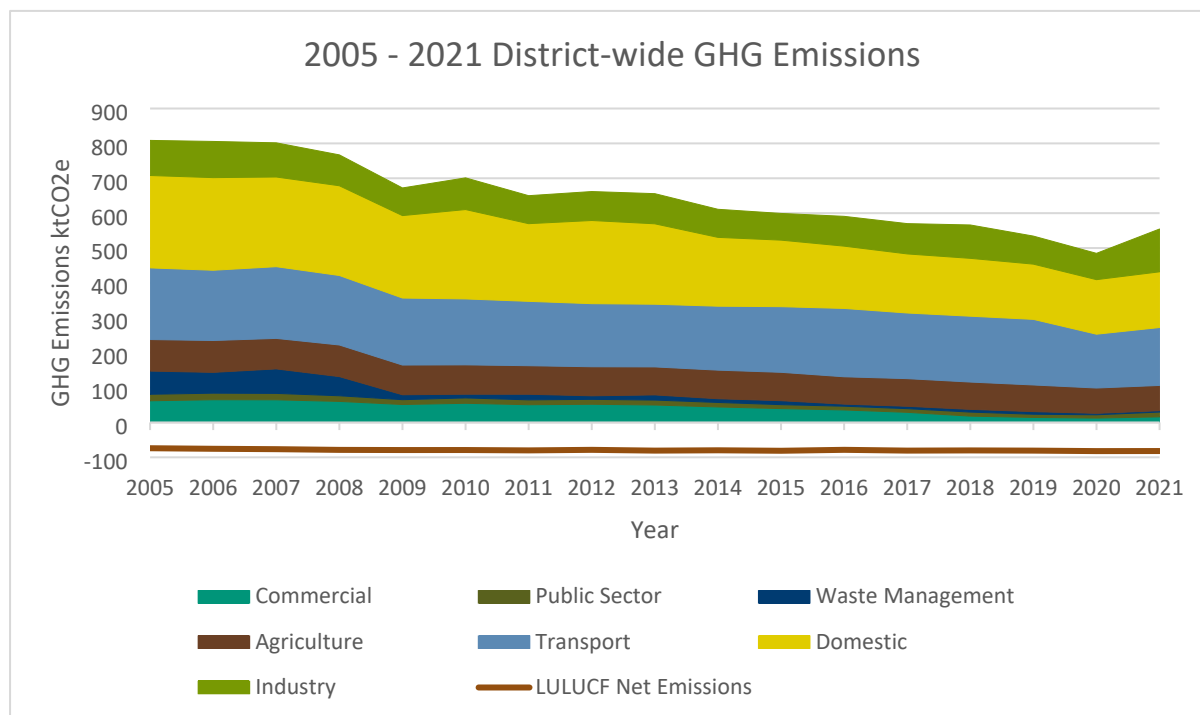


Figure 1: District-wide carbon emissions by sub-sector from 2005 - 2021 for Rother (Source: DESNZ 2023)

Emissions have been steadily decreasing across Rother since 2005. This is mostly due to the decarbonisation of the national grid. The government has set a 2035 target for the national grid to be fossil fuel free.

Each year the government publishes UK local authority and regional estimates of greenhouse gas emissions. The statistics use nationally available data sets going back to 2005 and cover territorial emissions of carbon dioxide (CO₂), methane (CH₄) and nitrous oxide (N₂O). Figure 1 and Figure 2 show the breakdown of emissions by sector in Rother from 2005 – 2021.

In 2021, Rother had a carbon footprint of 472.6 ktCO₂e, up 15% on 2020 and up 4% on 2019. Emissions have risen between 2020 and 2021 across all parts of the UK and Rother is no exception. This is mainly due to an increase in industrial emissions and post-COVID transport emissions which has been seen across the county and nationally. Transport emissions have however remained below pre-COVID levels.

Industrial emissions have seen a particular increase across the country with 85% of local authorities experiencing an increase. This increase is largely from industrial gas usage.

Transport, domestic, and industrial emissions are responsible for 90% of Rother's emissions. Tackling the emissions from where we live, work, and how we travel will be the focus of this Climate Strategy.

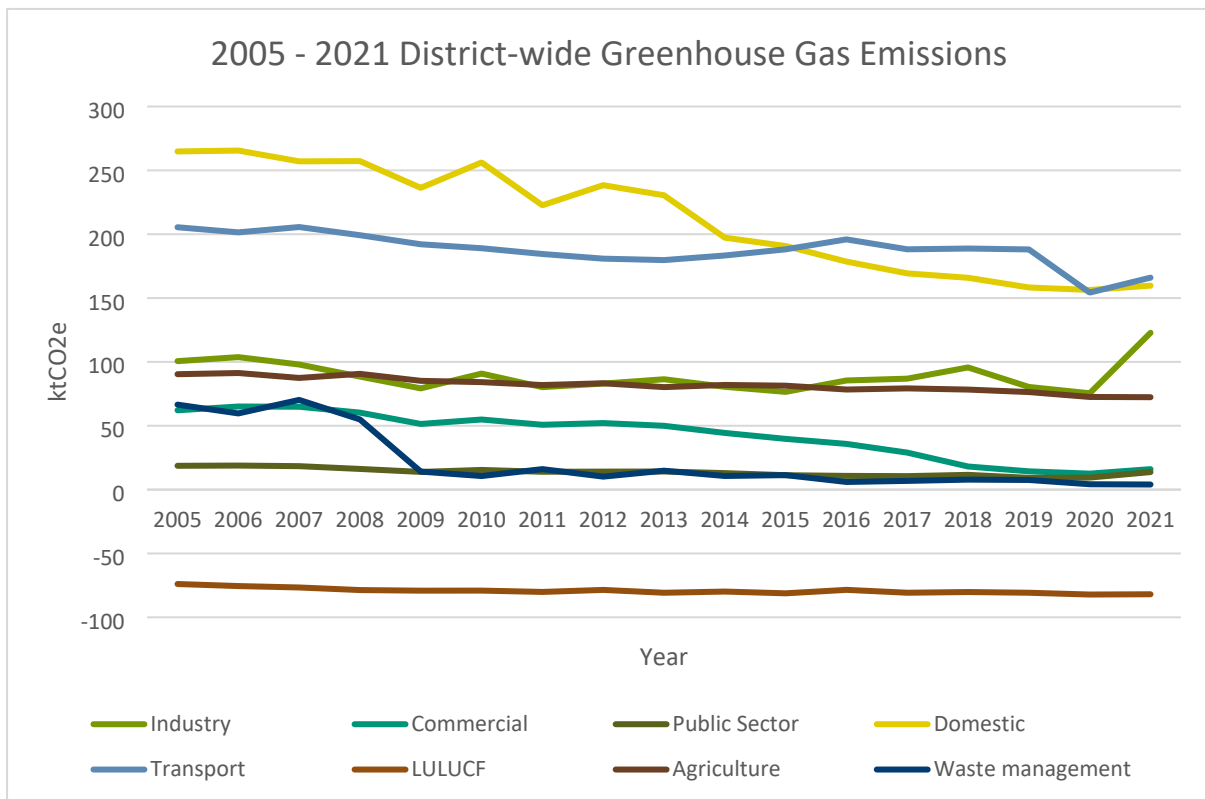


Figure 2: Rother's GHG emissions by sub-sector

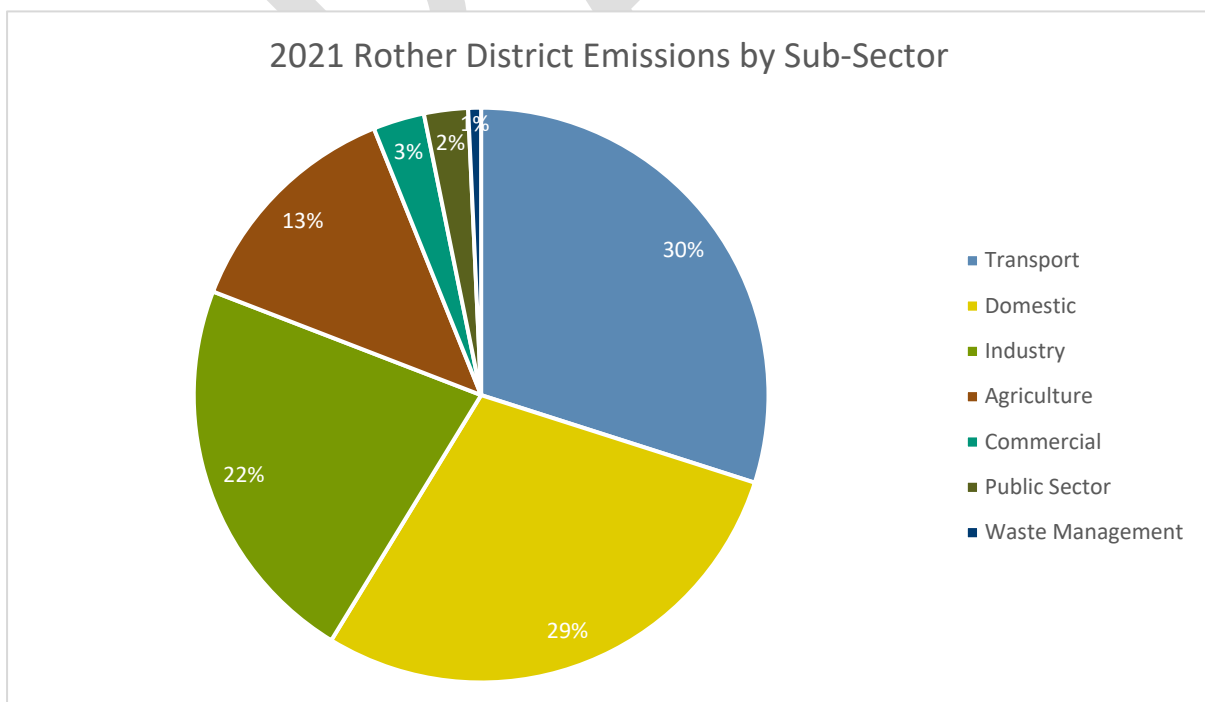


Figure 3: Rother District's 2021 Emissions shown by sub-sector

Rother District Council operational emissions

The Council has published Scope 1 and 2 emissions for 2019/20, 2020/21 and 2021/22. Scope 3 emissions from the waste contract, leisure centres, and indirect operational activities such as business mileage were included for the first time in the 22/23 reporting. The full 2022/23 annual report can be seen on the Council's Climate Emergency [webpages](#). The Council set its baseline accounting year as 2019/20. This aligns with the year the Council made the Climate Emergency Declaration and gives a pre-covid figure. Emissions dropped significantly in 2020 due to multiple lockdowns and a 2020/21 baseline would not be a true reflection of emissions without lockdowns.

Scope 1 – emissions released as a direct result of an activity such as fuel for heating boilers and the fuel burned in council-owned fleet vehicles.

Scope 2 – emissions released as an indirect consumption of energy. For a local authority, this is purchased grid electricity used in its operations.

Scope 3 – all other indirect emissions that occur from activities upstream or downstream of an organisation.

Scope 3 emission reporting is relatively new and methodologies for accurate calculations are still emerging. From 22/23, the Council reports on the Scope 3 emissions it can accurately obtain. This includes emissions from the waste fleet, leisure services, staff business mileage, and water consumption in council-operated buildings. Staff commuting will be included in Scope 3 emissions, but it should be noted these emissions will be estimates. The Council supports remote working. Staff are not required to formally record how often they travel to work and the method of transport. An employee commuting survey was carried out in spring 2023, the results of which have been used to calculate baseline emissions.

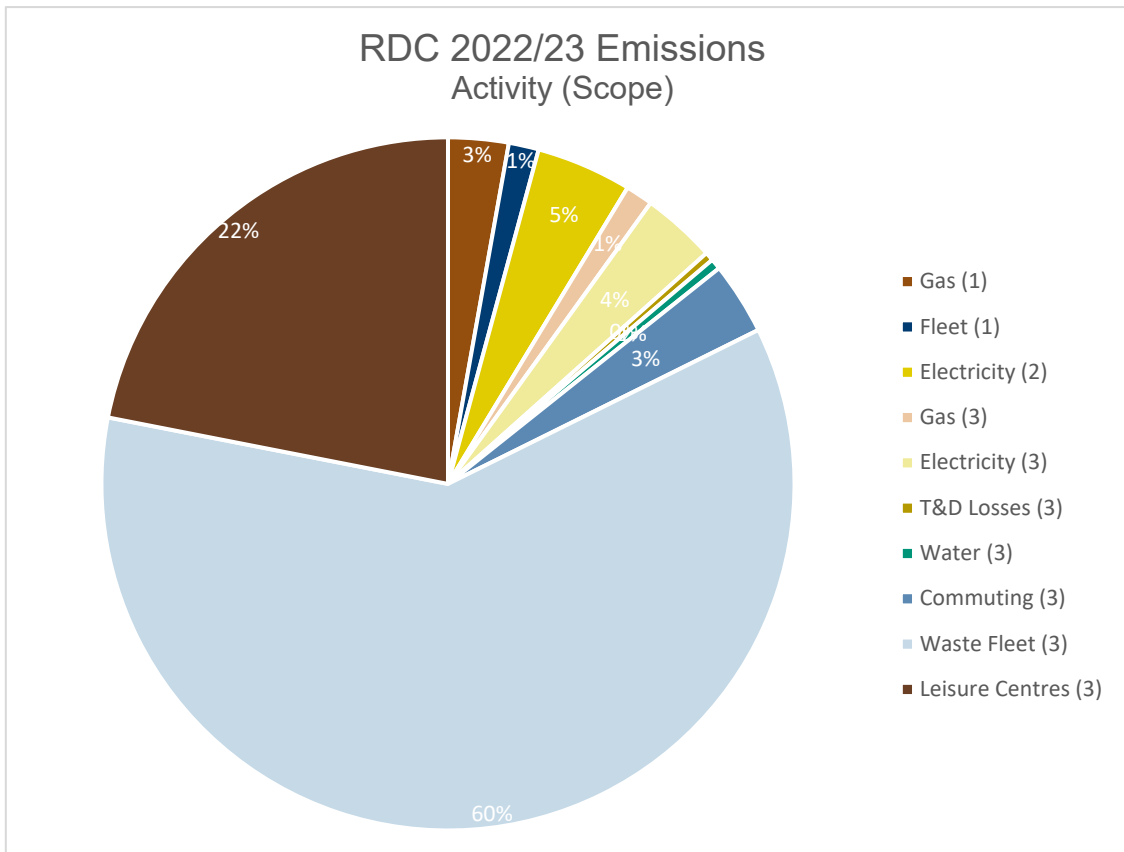


Figure 4 Rother District Council's 22/23 Emissions by Activity (Scope)

Scope 3 emissions account for over 90% of the Council's carbon footprint in 22/23. The Council does not have direct control over these emissions but can use its influence through policy and procurement to reduce these emissions. Most Scope 3 emissions are also district-wide emissions.

The Tyndall Centre for Climate Change Research has calculated the rate of emission reduction required by Local Authority areas to do their fair share in line with the commitments of the Paris Agreement. The report presents a carbon budget for the district divided into five-year periods and recommends that district-wide emissions should be reduced by 13.8% annually to stay within the carbon budget.

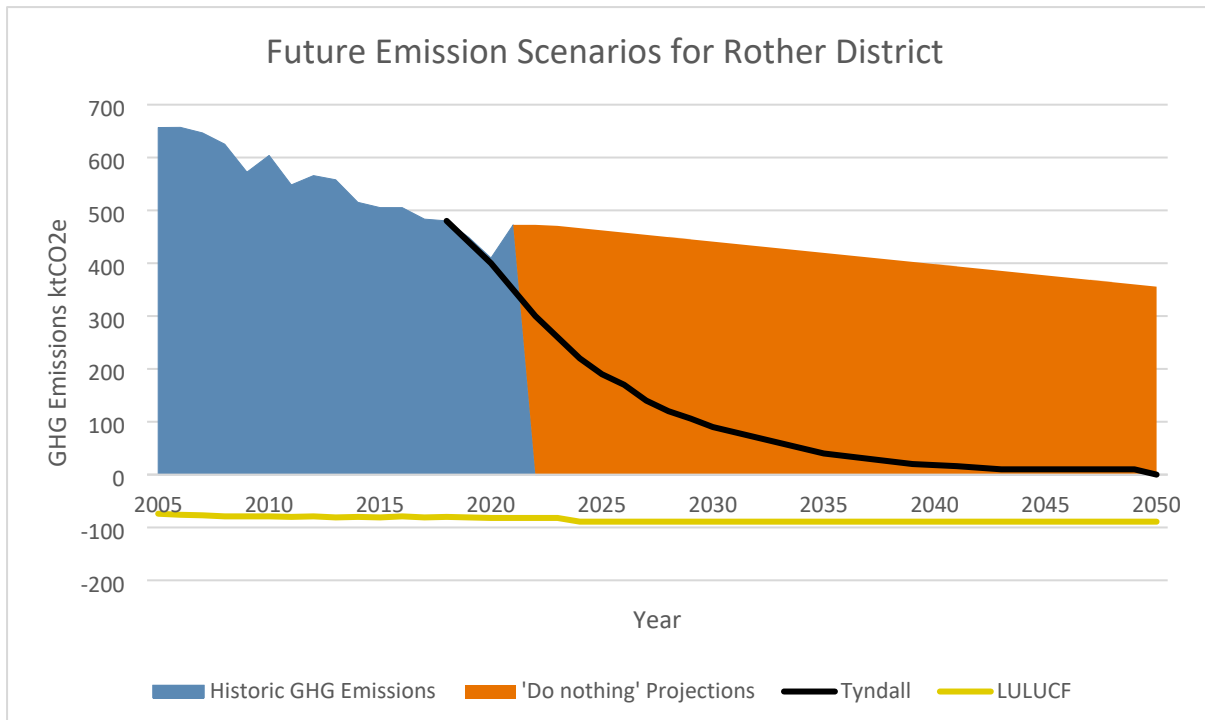


Figure 5 Future Emission Trajectories for Rother

To reduce emissions to net zero, RDC's operational emissions should be reduced by 50% annually. Organisational Scope 1 and 2 emissions are on track (Figure 6), but Scope 3 emissions are not currently (Figure 7). It should be noted that decarbonising Scope 3 emissions will happen in large steps and as such the decarbonisation trajectory is a long-term guide. Switching the refuse fleet from diesel to a low-carbon alternative will result in a reduction of almost 60% in Scope 3 emissions at 22/23 levels.

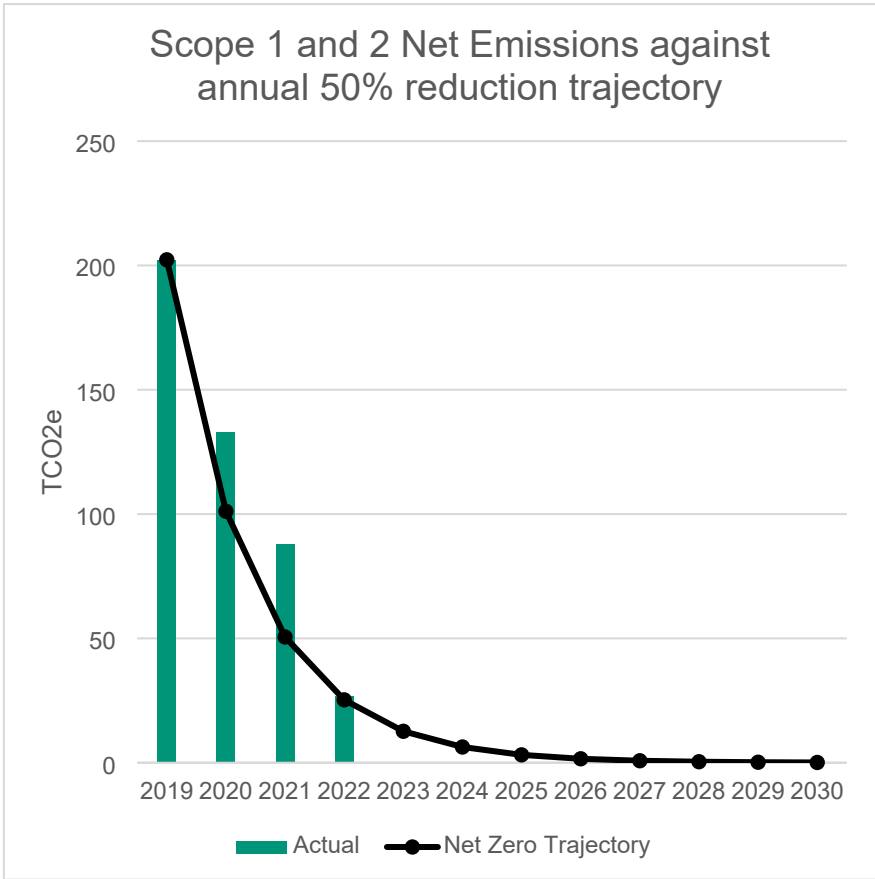


Figure 6 Organisational Scope 1&2 emissions against net zero trajectory

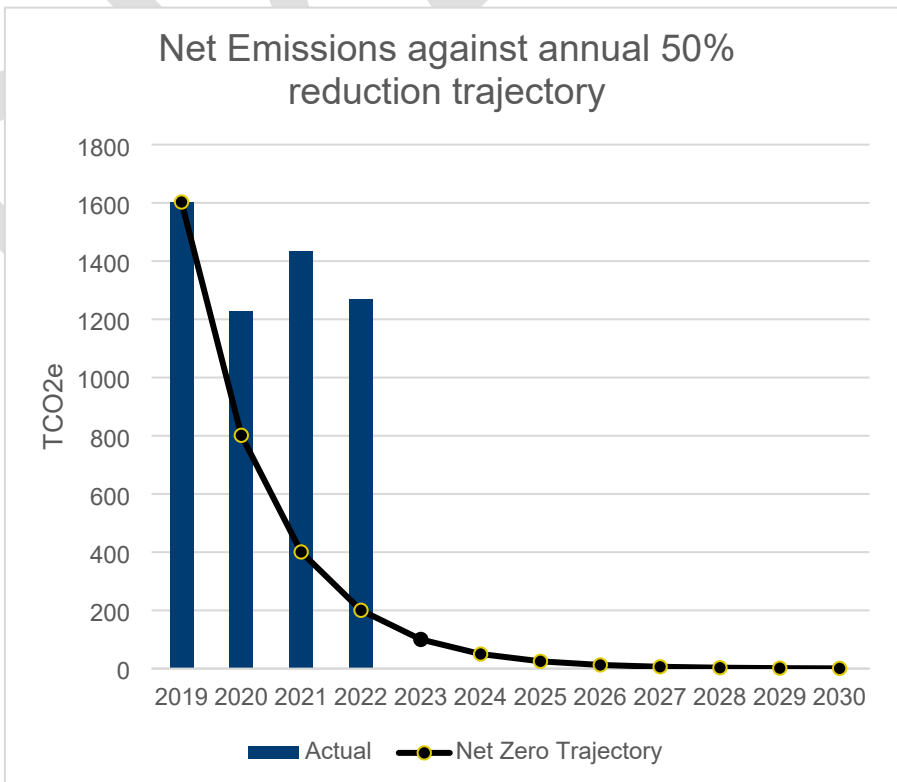


Figure 7 Organisational Scope 1,2 &3 emissions against net zero trajectory

Climate Resilient Communities

The Council's vision of climate resilience stems from the need to mitigate and adapt to climate change. Climate-resilient communities are no longer contributing to global warming, and they are prepared for the changes yet to come from decades of past greenhouse gas emissions.

We each have a role to play and through mitigation, we will reduce the future impacts of climate change. By reducing the release of greenhouse gases into the earth's atmosphere, we can limit future global warming. Through climate adaptation, we can be prepared for the effects of climate change which are yet to come.

Climate-resilient communities are engaged and understand the power they have collectively and as individuals to bring about change. Research carried out by the IPCC in 2023 suggests 'society could deliver 40 – 70% of low carbon transformation through demand reduction and behavioural change'. In Rother, we are fortunate to have many experienced individuals and community groups already working towards building climate-resilient communities. The Council's Climate Strategy looks to build upon these foundations and drive further action.

The Role of Local Authorities

Local authorities play a crucial role in achieving the UK's net zero greenhouse gas emissions target. Through policies and partnerships, local authorities have a strong influence on more than a third of emissions in the local area. Local authorities can also lead by example, decarbonising public buildings and reducing emissions across the area.

There are significant challenges ahead and the Skidmore review highlights the need for a 'step change in the government's approach'. There is, however, no time to delay and whilst the route to net zero will require all of us to take personal responsibility, local authorities have a particularly important role to play.

With only seven years left until 2030, the date by which the Council aims to be i as an organisation and as a district, the Council recognises the scale of the challenge. However, the pandemic response demonstrates how communities can dramatically change their behaviour when supported by the right policies.

UK Policy Context

Since the adoption of the Environment Strategy (2020), there have been several key policy and legislative changes that support the Council's climate ambitions. These are presented below and should be included in addition to the policy context presented in the Environment Strategy (2020).

In December 2020 the Committee on Climate Change (CCC) published the [Sixth Carbon Budget](#) which made recommendations to help the UK reach net zero emissions by 2050. One of the actions was to deliver a 78% reduction in emissions from 1990 to 2035.

The [Environment Act 2021](#) is the UK's framework for environmental protection. The Act offers new powers to set binding targets for air quality, water, biodiversity, and waste

reduction. The Act sets out the legal framework for significant reforms to local authority waste and recycling services as well as new statutory duties on nature recovery.

At COP26 the [Glasgow Climate Pact](#) was adopted. This package of decisions was agreed upon by all countries who signed the Paris Agreement and aims to turn the 2020s into a decade of climate action and support.

In 2021 the Government published the [Net Zero Strategy: Build Back Greener](#). This is a 10-point plan for a green economic recovery from the impact of COVID-19. The plan includes the decarbonisation pathway to net zero by 2050, policies and proposals to reduce emissions in each sector, and cross-cutting action to support the transition.

[Nature Positive 2030](#) was published by the Joint Nature Conservation Committee in 2021. The report highlights the critical role of nature recovery and the critical role the UK's nature conservation bodies can make in the recovery of the UK's nature.

The Climate Change Committee's [Independent Assessment of UK Climate Risk](#) provides advice to the Government for the UK's third Climate Change Risk Assessment (CCRA3). The UK Government is required to publish a CCRA every five years under the 2008 Climate Change Act.

In 2022 the Government published the [UK Climate Change Risk Assessment](#) which outlines the key climate change risks and opportunities the UK faces.

The Climate Change Committee's [2022 Progress Report to Parliament](#) is a statutory report providing an overview of the UK Government's progress to date in reducing emissions. This report noted the risks to meeting the UK's net zero target and the national policy changes needed to mitigate those risks.

In January 2023, Rt Hon Chris Skidmore MP published [Mission Zero: Independent Review of Net Zero](#) – The former Energy Minister led an independent review of the government's approach to delivering its net zero target. The review presented opportunities and benefits to individuals and the economy alongside recommendations to deliver on this target.

The [Environmental Improvement Plan 2023](#) was also published in January 2023. This builds on the Government's 25 Year Environmental Plan from 2018 and sets out how the Government will work with landowners, communities, and businesses to improve the environment in England.

The Government published the third [National Adaptation Programme](#) (NAP3) in July 2023. The report presents the Government's approach to protecting society from the impacts of climate change. Key elements of the programme include protecting the natural environment, supporting businesses in adapting to climate change, adapting infrastructure, protecting buildings and their surroundings, protecting public health and communities, and mitigating international impacts on the UK.

Opportunities and Challenges for Rother

Building climate-resilient communities is a challenge and Rother is no exception. In the past three years, we have experienced a global pandemic, an energy crisis, an ongoing housing crisis, and a cost-of-living crisis all whilst coping with the increasing impacts of climate change.

As with the intertwined Climate and Ecological Emergencies, the impacts of climate change will continue to exacerbate the challenges society faces. As resources become scarcer and prices rise, it will be those who are less financially able to cope who will feel the effects the hardest. The Council is committed to ensuring an equitable transition to a low-carbon future and will ensure all future projects are assessed in terms of their social and climatic impact.

Alongside climate risks are the opportunities a transition to a low-carbon society will provide. Often referred to as co-benefits, these include enhanced health and wellbeing, economic and ecological benefits as well as greater energy security.

In 2022, the government published the latest CCRA3 which considered 61 climate risks and opportunities for the UK. All 61 risks and opportunities are applicable to Rother. The demography and character of the district make temperature increase, rising sea levels, increased flooding, energy security, and ecological collapse particularly relevant.

Health and wellbeing

Hotter summers are a greater risk to health for the elderly and the very young. The 2021 census results show almost a third of Rother residents are age 65+ (32.3%), ranking second highest in the country. Rother also has the second highest proportion of over 85s in the country. By comparison, 20.7% of the Hastings population is aged 65+. East Sussex County Council estimates the population of Rother to increase by approximately 12.5% by 2035. The number of households aged 65+ is anticipated to increase by up to 37%. This means more households will be dependent on the working-age population.

An increasingly dependent population will have a knock-on effect on climate resilience as older people can be more adversely affected by climate change. The elderly are more likely to suffer from extremes in temperatures and an increase in single occupancy homes with low income are less likely to be able to afford to make the necessary changes to their homes.

The health and wellbeing co-benefits associated with climate action are numerous and well-documented. Changes to methods of transport will improve air quality, physical, and mental health. Better insulated and ventilated homes are also known to improve health and wellbeing.

Economy and Energy Security

Climate change can have a financial impact on residents, businesses, and the Council. Risks including more intense, extreme weather events such as river and coastal flooding, higher temperatures, drought, or intense rainfall, are already causing disruptions. In 2022, the district saw businesses and school closures due to disruptions to the water supply following severe storms. Businesses were affected by the extreme heat and residents were put under

hosepipe bans to deal with water shortages. Flooding also adversely affects parts of the district with local businesses and residents feeling the impact.

The economic impacts of climate change could lead to further inequality as those most vulnerable are often the least able to make changes to their homes, enjoy access to nature, and enjoy a good quality of life. In 2022, Friends of the Earth identified 20 energy crisis hotspots in Rother. These communities are those most affected by soaring energy prices with high energy usage and lower than average household income.

Adapting to changes in the climate can build resilience, provide opportunities, and support long-term growth. The National Adaptation Program (NAP3) identifies supporting businesses to adapt to climate change as one of the top priorities and businesses of all sizes are realising the benefits of moving to a low-carbon economy.

The energy crisis has shown how vulnerable we are as a society to international energy pricing and supply. Huge increases in energy bills saw families fall into fuel poverty, businesses forced to close, and slowed economic growth. Locally produced renewable energy is an opportunity to reduce bills and build energy security across the district.

Other economic opportunities relating to the low-carbon transition include new green jobs in Rother. It is estimated over 700 new jobs will be required to meet renewable energy and decarbonisation demand in [Rother](#) by 2030. By 2050 this figure is estimated to rise to over 1,100 jobs.

Flooding

There have been many recorded flood incidents across Rother in the last 10 years and increased flooding from rivers and surface water, as well as increased coastal flooding, are among the climate-related risks identified in the UK Climate Change Risk Assessment.

There are fluvial, tidal, fluvial/tidal, and coastal flood defences located along most of the coastline and main watercourses in the district. East Sussex County Council, as the Lead Local Flood Authority, sets conditions to ensure surface water management and the use of Sustainable Drainage Systems (SuDS) is included in development proposals.

The Council enforces flooding-related policies to mitigate flooding. The policies are informed by the [Strategic Flood Risk Assessment 2021](#) which relates to both the current risk of flooding from rivers and surface water and where available the potential effects of future climate change.

Our coastal community

Rother is a coastal district with half the population living in Bexhill-on-Sea. All future projections carried out by the Met Office in the [UK Climate Projections](#) (UKCP18) report (2023) show some degree of sea level rise and, as the Coastal Protection Authority, the Council is responsible for managing the District's coastline. The Environment Agency is the body responsible for carrying out works to prevent flooding of land that lies lower than the shoreline, which includes parts of the district. There is a Shoreline Management Plan (SMP) for the area which sets out the strategy for managing the coastline. The SMP policy for the coastline which includes Rother is to Hold the Line in all areas except that of:

- a) Cliffe End to Fairlight Cove and Fairlight Cove West where there is a no intervention policy.
- b) Fairlight Cove East and Central where there is a managed realignment policy.

The discharging of sewage into the sea has been a problem nationally for many years and came under increasing public scrutiny in 2022. The health of our coast is not only important for nature and biodiversity, but it also plays an integral part in the local economy. The local economy is reliant on tourism, a sector which was hit particularly hard by the Covid response, and which is only just emerging. A decline in tourism due to a decrease in bathing water quality would be detrimental to a recovering sector.

Ecology

The Ecological Emergency is closely linked to the Climate Emergency. Climate change is one of the top causes of habitat loss and habitat loss is further driving climate change. Nature, when given the space to do so, plays a key role in mitigating and adapting to climate change. Our natural environment can lock up carbon, store water, provide cooling shelter and more.

Much of the district falls under environmental protection with 82% of the district covered by the High Weald AONB and a further 7% covered by other protected status including SSSI and European Protected Designations. The High Weald AONB Management Plan is a statutory guide for conserving the nationally important landscape and provides a framework for addressing the major issues faced including food and energy security, housing provision, biodiversity and climate change resilience, and the transition to the low carbon economy. The Council has formally adopted the High Weald AONB Management Plan and continues to collaborate with the High Weald AONB Partnership Team.

The High Weald AONB has some of the darkest skies in the Southeast but light pollution is a growing issue. Light pollution negatively impacts wildlife and affects people's health and wellbeing. Dark Skies policies will be integrated into the next High Weald AONB Management Plan and the Council's Local Plan.

Along the coast, the district is covered by a Marine Conservation Zone (MCZ), Beachy Head East, and a Special Protected Area (SPA) with marine components which extends from Bexhill along the coast past Dungeness. The ecological status of the coastline from Beachy Head to Dungeness was classified as 'Moderate' in 2019.

The district includes two river catchments, the Rother and the Cuckmere. These rivers are fed by tributary rivers and streams across the area. Research carried out by The Rivers Trust in 2019 highlighted the condition of all rivers in the UK. Only two streams and one tributary in the district were categorised as 'good' with the remainder categorised as 'moderate', 'poor' or in 'bad' condition. Factors contributing to these results include sewage, pollution, chemical pollution, climate change, habitat loss, drought and water scarcity, and flooding.

Trees, hedgerows, healthy undisturbed soils, and grasslands naturally capture and store carbon dioxide, making them incredibly important tools in the fight against climate change. The right trees in the right places can help us to mitigate climate change by sequestering carbon, but they can also help us to adapt to the changing climate. Trees help to reduce

flood risk, provide shade and UV protection, trees prevent soil erosion, and act as windbreaks and sound barriers. Access to trees and green spaces benefits health and wellbeing and trees provide habitats for nature.

In 2021 the Council published the Urban Tree Forest 1066 report on the structure and composition of its urban forest in Bexhill. The Council subsequently commissioned Treeconomics to produce a Tree Planting Strategy for Bexhill. The aim of the Tree Planting Strategy is to increase tree cover in the urban area and ensure equitable access to all in Bexhill.

Transport

Emissions from transport equate to a third of Rother's carbon footprint. This is not unusual for a rural district and the reduction of these emissions is a key priority for Rother. The district does not have any motorways, but most transport emissions come from A roads. A low-carbon Rother will require improved infrastructure for walking and wheeling, better public transport, and more electric vehicle (EV) charging points to support residents and encourage behavioural change. The number of EVs registered in Rother in 2022 was more than double the number registered in 2020 (Figure 8).

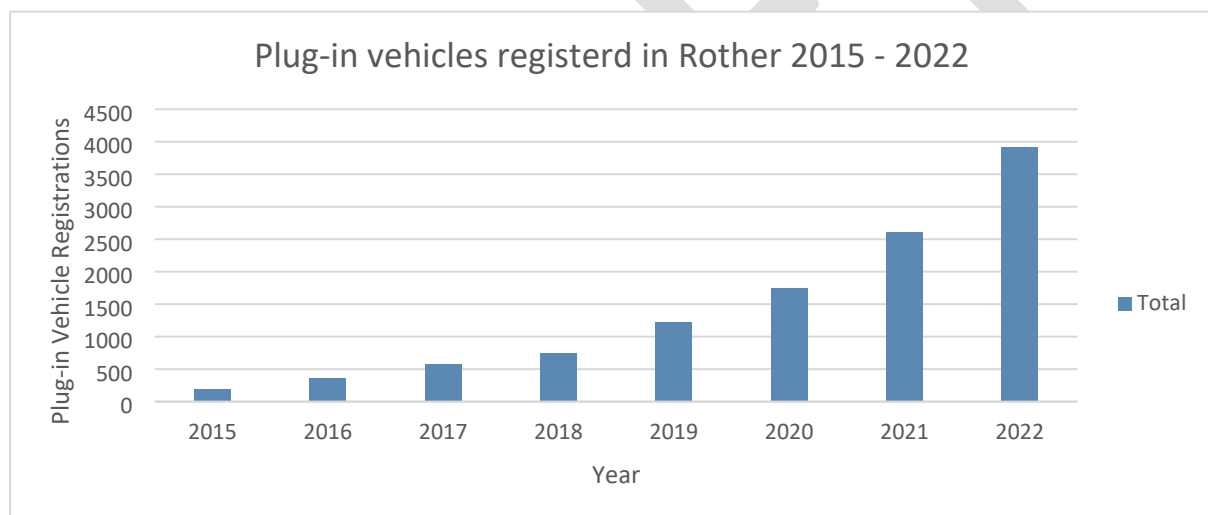


Figure 8 Plug-in vehicles registered in Rother (Source: DVLA)

The government has committed to reducing transport emissions to net zero by 2050. In response to this commitment, the government has published several key documents including [Decarbonising Transport: A better, greener Britain](#); [Transitioning to zero emission cars and vans: 2035 delivery plan](#); the [UK electric vehicle infrastructure strategy](#).

East Sussex County Council is the Local Transport Authority (LTA), responsible for the Local Transport Plan (LTP). The LTP is integral to the decarbonisation of transport in Rother as it establishes the transport policies and priorities for the County. Net zero carbon is a key priority of the developing LTP4 which will run from 2023 – 2050.

Air Quality

The air quality in Rother is generally good. When there is an exceedance or likely exceedance of an air quality objective, local authorities are required to declare an Air

Quality Management Area (AQMA) and establish an Air Quality Action Plan (AQAP). There are no AQMAs within the district and no formal AQAPs. Full details about the Council's air quality monitoring can be found in the annual [Rother Air Quality Reports](#).

The Council continues to focus on improving air quality across the district and the transition to a low-carbon society will accelerate this work. Cleaner air is a well-recognised co-benefit of decarbonising transport. Air quality in homes will also be improved through retrofitting and switching to low-carbon heating.

Rother Climate Action

We are fortunate in Rother to have many community groups and individuals who have been taking climate action for decades. This Strategy recognises the opportunity to build upon this local action and engage all residents, businesses, and organisations. The impacts of climate change are being felt by everyone and we together we can have a greater impact.

Established groups such as Rother Environmental Group, Bexhill Environmental Group and Energise Sussex Coast have long been raising awareness and taking action. More recently we have seen increased interest from Parish and Town Councils, the forming of new environmental groups and new 'Wild About' groups appearing across the district.

Local Offsetting

To meet the net zero ambitions of the Council, it is likely offsetting will be required for residual emissions. When considering offsetting it is important to consider the mitigation hierarchy of calculate, avoid, reduce, and finally offset. Without the hierarchy, offsetting can be seen as a license to emit with organisations relying on carbon credits instead of decarbonising.

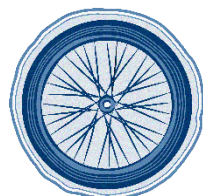
As such, the Council's offsetting policy will be developed in the 2026-30 Climate Action Plan once organisational emissions have been reduced. The policy will prioritise local, nature-based solutions for the benefit of residents and the environment.

Action Areas

The emissions data, along with the Rother-specific challenges and opportunities discussed above has identified five action areas for the refreshed Climate Strategy. Emissions from buildings, transport, and resource consumption need to be drastically reduced whilst biodiversity enhancements and clean energy generation provide opportunities for nature recovery, carbon sequestration and avoiding emissions. Each action area contains Rother-specific opportunities and challenges.



**BUILDINGS AND
ENERGY
EFFICIENCY**



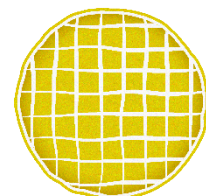
TRANSPORT



**RESOURCE
CONSUMPTION
AND WASTE**



**BIODIVERSITY
AND LAND USE**



**ENERGY
GENERATION**

Guiding Principles

The Climate Strategy is ambitious, and the Council has developed the following Guiding Principles to direct the delivery. The Guiding Principles ensure the Council is using its position and influence to lead by example, work in partnership and ensure no one is left behind. The Council recognises the scale of the challenge and the role it plays in encouraging behavioural change across the district.

The impacts of climate change are not felt equally across society and the Council recognises it is often those who have contributed the least who are less able to afford the changes required. The [carbon footprint](#) of parishes varies across the district with more affluent areas responsible for greater emissions. Those least able to afford energy efficiency measures to their homes are often those most in need.

Act now	Work in partnership	Continuously improve	Communicate impact	Be Fair
The Council recognises the urgency and will take action commensurate to the challenge.	The Council recognises its own limitations and the scale of the challenge. The Council will continue to work in partnership to achieve its goals.	The Council will measure, review and update the Climate Strategy and Climate Action Plan regularly to ensure it remains relevant and effective.	The Council will communicate its impact and climate action to encourage others.	The Council will ensure the transition is fair. This means ensuring the benefits of climate action are accessible to all and no one is excluded.

Funding Rother Climate Action

Funding local authority climate action is a challenge. The Skidmore review and UK100's [Powers in Place](#) report alongside many others have highlighted the problems with the current funding mechanisms. Climate action is not a statutory requirement and funding thus far has been on a competition basis which favours those authorities who are more advanced with their net zero journey.

Like many local authorities, RDC is under financial pressure to deliver with increasing demand for services and rising inflation. The Council has an Environment Strategy budget to coordinate and deliver operational and district-wide emission reduction, but it will need to secure alternative funding to deliver on the ambitious 2030 target.

The Council has introduced the Climate Emergency Bonus Fund, ringfencing 20% of the Strategic Community Infrastructure Levy (CIL) for eligible projects that have distinct environmental benefits. Community groups and charitable organisations are able to apply to

the Rother Reduce, Re-use, Recycle Grants scheme to fund projects which reduce waste in the district.

Government grants, when they become available, are also sought by the Council to deliver climate action. Shared purchase schemes, private finance, and community crowd-funding initiatives will also be required to fund delivery.

Our Climate Strategy

Vision

A climate-resilient Rother where communities are well-equipped to deal with the challenges of climate change and are no longer contributing to global warming.

Aim

The aim of this strategy is to enable, encourage, and accelerate the reduction of greenhouse gas emissions across the district to net zero by 2030.

Objectives

1. The built environment will be low carbon and climate resilient.
2. The need to travel will be reduced, those that do will be on foot, bike, public transport, or in a low/zero carbon vehicle.
3. The district will produce less waste and support a thriving circular economy.
4. Nature will be in recovery across the district.
5. Renewable energy will be produced locally.

Vision	A climate-resilient Rother where communities are well equipped to deal with the changing climate and are no longer contributing to global warming				
Overall Impact Measure	Greenhouse Gas Emissions reduced to net zero and nature in recovery across the district				
Action Area	Buildings and Energy Efficiency	Transport	Resource Consumption and Waste	Biodiversity and Land Use	Energy Generation
Objectives	1. Built environment will be low carbon and climate resilient	2. The need to travel will be reduced, those that do will be on foot, bike, public transport or EV	3. The district will produce less waste and support a thriving circular economy	4. Nature will be in recovery across the district	5. Renewable energy will be produced locally

Buildings and Energy Efficiency

The Challenge

Most buildings already in place will still be here in 2050 and almost all of them will require some degree of retrofitting to be net zero. There are over 42,000 homes in Rother and the way we heat and power our homes accounts for 32% of emissions in 2021. Added to this are

commercial, industrial, public sector and agricultural buildings. Decarbonising the built environment is an enormous challenge.

Rother has a highly valued historic environment with over 2,000 listed buildings and many non-designated historic buildings such as farmsteads. Listed buildings can present more challenges for decarbonisation, but guidance and case studies are available from Historic England.

The district has a much higher proportion of owner occupancy and much lower proportion of social housing compared to the regional, county, and national average. The 2021 census, in Rother district, shows 72.7% owner occupied - including mortgages, 10.2% social rented and 17.1% private rented including shared ownership. The tenure composition for the district will influence what funding mechanisms are available to support decarbonisation.

Over two-thirds of domestic properties in Rother have a gas central heating system with the remainder described as off-gas. The remaining 30% is broken down into properties with two or more fuel types, not including renewables (10%), electric heating, either storage heaters, heat pumps, underfloor heating, or electric boilers (10%), and almost 8% are fuelled by oil. Decarbonising off-gas properties is a priority as oil, LPG and gas are both high emitters of greenhouse gasses and they are expensive to run. Residents and businesses fuelled by these sources are more susceptible to volatile energy prices and the buildings are often less energy efficient due to their age.

The population of Rother is predicted to increase by 12.5% in the period between 2020 and 2035. A key challenge to becoming net zero will be managing this growth through the planning system. New housing and commercial buildings will need to be zero carbon and climate resilient. With the projected climate changes, buildings will need to be designed to prevent overheating and increased flood risk.

To meet the demands of decarbonising the built environment, we need to address the green skills gap. The workforce in Rother is not yet equipped to deal with the scale of the decarbonisation required. This is a nationwide challenge, and the government is being urged to develop a skills strategy.

The Council will focus on reducing emissions from existing buildings through retrofitting following the energy hierarchy, sometimes known as the 'fabric-first' approach. This entails reducing the demand for energy and increasing energy efficiency before considering a switch to a decarbonised form of heating.

Our Approach

Reducing District Emissions

We will ensure new domestic and non-domestic buildings are climate-resilient and policies in the emerging Local Plan positively plan for climate mitigation and adaptation.

The government regularly awards funding for decarbonisation projects which target low-income households and the public sector estate. Where applicable, the Council will bid for this funding and deliver projects across the district.

In 2021, The Climate Emergency Bonus Fund was introduced, setting aside a percentage of the Community Infrastructure Levy for eligible projects that have distinct environmental benefits. To date this fund has been used to improve the energy efficiency of community buildings across the district and improve the environmental credentials of other community assets. We will continue to use this fund to encourage further decarbonisation of community infrastructure.

Reducing Council Emissions

The Council will continue to retrofit operational buildings to improve energy efficiency and where suitable, solar PV will be installed. Once the energy performance of the buildings has been improved, and at the end of existing plant life, gas boilers will be replaced for low carbon heating alternatives.

Responsibility for energy efficiency measures in leased buildings lies with the tenant however the Council will work with businesses to raise awareness and promote funding opportunities for businesses in Rother looking to take climate action.

A retrofit program will support local jobs and businesses addressing the current skills gap across the sector.

Objective 1. The built environment will be low carbon and climate resilient.	
Output 1.1 Mass retrofit of existing buildings	Output 1.2 New buildings are net zero or carbon negative

Transport

The Challenge

Transport has been the largest-emitting sector in the UK since 2015, accounting for 26% of total UK emissions in 2021. In Rother, transport was responsible for 166 ktCO₂, 30% of all emissions in 2021. As a council with a small fleet, 19.05 tCO₂e were emitted as Scope 1 emissions in 22/23 and an estimated 45.8 tCO₂e commuter mileage in 22/23 and 41.04 tCO₂e business mileage in 21/22. Business mileage data for 22/23 was not available at time of writing.

Rother is a rural district, with 50% of the population living in the main urban area of Bexhill. 84% of households in Rother have access to one or more vehicle with 12.7% of household with three or more vehicles and 16% with no vehicles. The coastal town is linked east-west to Hastings and Eastbourne via the A259 and to the north via the A21. By rail the East Coastway route provides links to Brighton and Kent and the Hastings line links to London. Bus services in Rother are provided by Stagecoach and several community bus partnerships that receive funding from East Sussex County Council (ESCC). ESCC recently received £41.4m to implement the [Bus Service Improvement Plan](#).

ESCC is the Local Transport Authority (LTA) responsible for developing the Local Transport Plans (LTP). [LTP4](#) is currently in production and will run from 2023 – 2050. LTP4 sets out how the County Council plan to improve transport across the county with net zero carbon, health, wellbeing, and social inclusion, and sustainable economic growth among the top

priorities. RDC is a Stakeholder in the LTP4 and officers actively engage in workshops to ensure the interests of Rother residents are best met.

Although RDC is not the LTA, the Council can use its influence to reduce transport emissions and support the transition to low-zero carbon (LZC) transport across the district.

Our Approach

Reducing District Emissions

Spatial policies in the Local Plan will ensure new domestic and non-domestic development is sustainably located to limit new transport emissions and reduce existing emissions. Policies will also be introduced to ensure active travel routes are available and accessible.

The Council will install EV charging points in RDC owned car parks where grid capacity allows. The Council will also provide charging facilities and incentivise EV uptake for staff.

Through grants and partnership working with businesses and community groups, the Council can encourage others to install EV chargers and promote active travel.

Reducing Council Emissions

The Council leases a small fleet. These vehicles are predominately maintenance vehicles with one 4X4 for the Coastal Team and one Environmental Health vehicle. Switching to EVs upon lease renewal will reduce emissions by approximately 19tCO₂e per year.

Whilst the Council cannot force staff to change their personal vehicle, it can incentivise and promote sustainable choices including active travel and public transport. Many local authorities have introduced pool vehicles and salary sacrifice schemes for EVs to reduce business mileage emissions.

Staff commuting habits have changed dramatically since the publication of the Environment Strategy (2020) due to the increase in remote working during the pandemic. Most staff work from Town hall when in the office. Town Hall is well located for public transport with the trainline providing links on the Hastings – Eastbourne line and to the north of the district via a change at St Leonards. Numerous bus services also operate from Bexhill. The 2023 staff commuting survey established 71% of respondents currently commute by private petrol or diesel vehicle. The measures mentioned to reduce business mileage will also reduce commuter mileage.

Objective 2. The need to travel will be reduced, those that do will be on foot, bike, public transport, or in a low/zero carbon vehicle.

Output 2.1 Sustainable forms of transport supported through the planning system

Output 2.2 Facilitate the transition to LZC vehicles across the district

Output 2.3 A programme of activities to promote active travel across the district

Resource Consumption and Waste Reduction

The Challenge

Rother currently sends 0.11% of its waste to landfill with 22.95% composted, 26.18% recycled and 50.75% sent to the Newhaven Energy Recovery Facility. Whilst Rother has above average recycling and composting rates, these actions alone are not enough to support a low-carbon transition.

Disposal is only the final part of the process when it comes to resource consumption and waste. To reduce emissions, we must also consider the products we are using, where they come from, the resources required for manufacture, maintenance, use, and the energy used to distribute them.

Resources to be considered include, but are not limited to, water, food, fuel, and building materials. Emissions from services we consume such as leisure, sports, entertainment, and social activities are also to be considered.

The Committee on Climate Change (CCC) identified climate risks relating to food and water supply. The CCC also identified risks to international supply chains relating to food, clothing, and electronic equipment.

The impact of over-consumption is often not visible in the UK. Many of the products we buy are made overseas and imported. Not only does this result in high emission rates for those countries responsible for the manufacture, but it can also result in deforestation which exacerbates climate change. There is a general public awareness of the role palm oil plays in the deforestation of tropical rainforests, but beef, soy and wood products are also driving deforestation. By supporting locally produced materials and food systems, we can all play our part in ending deforestation.

We need to reduce the volume of resources we consume and transition to a circular economy.

Our Approach

Reducing District Emissions

In 2023, the Council introduced the Rother Reduce, Re-use, Recycle Grants which aims to encourage and fund the move towards a circular economy. Businesses, residents, and community groups can be encouraged to follow sustainable practices relating to resource consumption through a programme of corporate communications and engagement.

Local businesses will be encouraged to consider their own Scope 3 emissions and supported in reducing these wherever possible. A programme of decarbonising Rother's SMEs will be funded through the UK Shared Prosperity Funding allocation.

The Environment Act requires local authorities and residents to make significant changes in relation to waste and reusing resources. Food waste collections will reduce food waste across the district and preparations are underway to introduce this in Rother in line with the Environmental Improvement Plan.

Through the Planning System, the Council will reduce construction waste and encourage the reuse of materials from buildings at the end of life. The new Local Plan will include policies relating to resource use, including sourcing materials, waste, and water.

Reducing Council Emissions

The introduction of an Environment Management System (EMS) will provide a framework for the Council to reduce its organisational resource consumption and waste. Through the reduction of operational emissions, sustainable procurement policies, supporting local food systems, and raising awareness through corporate communications, the Council can reduce resource-related emissions.

Objective 3. The district will produce less waste and support a thriving circular economy

Output 3.1 Reduced consumption of resources and waste

Output 3.2 Increased repair, reuse and recycling of goods and materials

Land Use and Biodiversity

The Challenge

The UK is one of the most nature-depleted countries in the world having experienced major changes over the past few centuries and particularly the last 50 years according to the [2023 State of Nature Report](#). We know the role nature plays in tackling climate change as well as the broader benefits for people. We also know what is required to restore nature at scale.

As a predominately rural and coastal district, Rother has a heavily protected landscape. 82% falls within the High Weald AONB and a further 7 % is protected by national/international conservation designations. Ancient woodland covers >15% of the district, more than any district in the South East. Rother is also starting from a relatively high baseline in terms of carbon-sequestration due to the high levels of woodland. While there are opportunities for new woodland creation in urban areas, woodland creation within the AONB and designated areas would not necessarily be appropriate. Research carried out by ARUP on behalf of the Council for the new Local Plan evidence base suggests LULUCF will peak and remain stable at 2024 levels.

The Environment Act (2021) introduced a new locally driven approach to expand, improve, and connect places for wildlife across the country, Local Nature Recovery Strategies (LNRS). East Sussex County Council is responsible for developing the LNRS for the county with support from the Local Planning Authorities which includes RDC. The formal process began in summer 2023 with the final strategy expected in 2025.

As a local planning authority RDC has a statutory 'Biodiversity Duty' which was introduced by the Environment Act, 2021. This means the Council must consider what it can do to conserve and enhance biodiversity, agree policies and specific objectives based on the Council's consideration, and act to deliver the policies and achieve the Council's objectives.

Our Approach

Nature Recovery and Carbon Sequestration for the district

Land with high sequestration potential across the district will be protected and enhanced wherever possible. This will be done through corporate communications and engagement, grant-giving opportunities, and the planning system.

The new Local Plan will include policies which prioritise land use changes which favour GHG removals like new woodland and the sustainable management of existing woodlands, wetlands, grasslands, hedgerows, and arable lands.

The development of the LNRS for Sussex will be supported by the Council and decision-making relating to the LNRS will be strengthened in the Local Plan. If deemed feasible by the Planning Inspectorate, the Council will require 20% Biodiversity Net Gain, going beyond the 10% the legal requirement.

The Council will continue to work in partnership with local conservation organisations, government bodies and the wider community to fund and deliver projects across the district, including land management practices and water health.

Nature Recovery and carbon sequestration on RDC Assets

The Council will assess RDC-owned green and blue assets and implement a programme to enhance these sites for nature recovery and carbon sequestration. This will include the designation of specific areas for wilding, natural flood management, and tree and hedge planting where appropriate.

Management conditions will be added to new leases of Council-owned land to ensure tenants are actively enhancing the sites for nature.

Objective 4. Nature will be in recovery across the district

Output 4.1 Halt land and marine species decline

Output 4.2 Increase biodiversity and carbon sequestration

Energy Generation

The Challenge

The UK Government has set a target for the electricity system to be fully decarbonised by 2035. At the same time, it is expected electricity demand in the UK will at least double by 2050 compared to usage at 2018 levels. Whilst grid decarbonisation is not currently in line with the Council's 2030 target, it is now occurring rapidly due to the increase in renewable generation. To meet the future demand for electricity, renewable energy will need to be increased at pace.

Locally produced renewable energy and storage can support energy security and reduce exposure to volatile, international fossil fuel price fluctuations. There is the potential for the Council to generate income through renewable energy. The scale of installation will be dependent on grid capacity and network upgrades. UK Power Networks (UKPN) is the main

Distribution Network Operator (DNO) for Rother and the South East, responsible for maintaining and upgrading the electricity network.

The East Sussex Pension Fund, which RDC contributes towards, currently invests in fossil fuels. In 2022 the Council passed a motion to call on the East Sussex Pension Fund to immediately halt new investment in fossil fuels and withdraw its existing investments within the next five years.

The Council will encourage local generation of renewable energy to support future demand.

Our Approach

Renewable Energy Across the District

Rother can further support grid decarbonisation by participating in smart energy solutions, shifting, and reducing peak demand and storing excess production.

The Council will encourage domestic renewable energy generation throughout Rother through collective buying schemes such as Solar Together. Decarbonisation support and grant funding will also be provided to businesses.

The Emerging Local Plan will include policies which positively plan for renewable energy and district heat networks. There will also be policies to support community energy including generation.

UKPN are continuing to grow the support they offer local authorities. The Council will work closely with UKPN to ensure the needs of Rother residents and businesses are met.

Renewable Energy on RDC Assets

The Council switched to a green energy provider in 2021 and has installed solar PV where economically viable on operational buildings as well as several commercially leased properties. The Council will continue to install renewable energy systems where viable on existing and future assets, including leased commercial and residential properties.

Council-owned open spaces such as car parks and agricultural land will be explored for solar potential alongside alternative investment opportunities for renewable energy generation and storage.

Objective 5. Renewable energy will be produced locally

Output 5.1 Solar PV on all suitable roof space

Output 5.2 Support renewable energy generation

Appendices

ARUP 2023 Report for the New Local Plan



Rother District Emissions Report - 2021

Summary

This report presents the latest data on district-wide, territorial greenhouse gas emissions (GHG) for 2005 - 2021, issued by the Department for Energy Security and Net Zero (DESNEZ) in June 2023.

In 2021, Rother's territorial greenhouse gas emissions were 472.6 kilotonnes CO₂ equivalent (ktCO₂e), up 15% on 2020 and 4% on 2019.

Transport was the largest emitting sector, responsible for 30% of emissions in 2021.

The domestic sector was responsible for 29% of emissions and the industrial sector was responsible for 22%.

Most sectors saw a rise in emissions from 2020 to 2021, largely due to the COVID-19 restrictions easing and more heating use due to colder weather. This is consistent with the national picture.

Unlike the national picture, emissions from the industry, commercial, and public sectors have increased above 2019 levels. The increase in the domestic sector above 2019 levels is smaller than the national increase.

Emissions from industry saw the greatest increase above 2019 levels. This has been queried with the Department for Energy Security and Net Zero (DESNEZ) data team as the reasons are unclear.

Introduction

This report presents the latest data on district-wide, territorial GHG emissions for 2005 - 2021, issued by DESNEZ in June 2023.

This is the second time all GHG emissions have been reported with figures for carbon dioxide emissions only available prior to June 2022.

The data provided uses nationally available datasets and provides the most reliable and consistent breakdown of GHG emissions. They cover territorial emissions of carbon dioxide (CO₂), methane (CH₄), and nitrous oxide (N₂O). Fluorinated gases are not included in regional breakdowns, though they are included in the [UK territorial GHG emissions national statistics](#). The [Technical Report](#) provides the full methodology and dataset.

Background

In 2019, the Council declared a Climate Emergency and pledged to do all that was within its powers to become carbon neutral in Council operations and as a district by 2030.

The government publishes data each year on GHG emissions for each [local authority](#) in the UK, from a range of sectors including Domestic, Transport, Industry, Commercial, Public Sector, Land Use, Land Use Change and Forestry (LULUCF), Agriculture, and Waste Management.

The data shows 'territorial' emissions, meaning emissions that occur within the UK's borders. The emissions are allocated on an 'end-user' basis, meaning emissions are distributed according to the point of energy consumption as opposed to where it is generated. Emissions from the production of goods are assigned to where the goods are produced rather than consumed. Emissions from the production of goods which are imported are excluded.

This report uses the 'full' DESNEZ dataset. This excludes the following types of emissions:

- aviation, offshore industry, shipping, and military transport, because they cannot be allocated to local areas in a practical way; and
- emissions from goods manufactured abroad but consumed in the UK, known as 'embedded' emissions, as there is currently no means to show this at a local authority level. The relative proportion of these emissions is probably increasing as the UK economy continues to transition from manufacturing to services.

The following types of emissions are included, even though they are not considered to be under the influence of local authorities: emissions from motorways, large industrial installations in the EU Emissions Trading Scheme, diesel trains, and from land use, land use change, and forestry. In Rother, these emissions are minimal, due to the lack of any motorways.

There are some important limitations that users of these estimates should be aware of. These include:

- A proportion of national electricity sales cannot be successfully allocated to specific Local Authorities due to lack of information.
- Road transport emission estimates rely on national road traffic estimates, and the distribution of traffic on minor roads has had to be imputed at a local level from regional level data.
- The local distribution of emissions from sources other than gas, electricity generation, or transport is largely estimated from proxy information such as population or employment data.

The data issued in June 2023 for 2020 and earlier has been updated from the dataset issued last year; this is due to the re-calculation of the 2005 to 2020 estimates to reflect the methodological changes used in calculating the 2021 data. This year's data release does not explain all revisions to the historical data series or the year-on-year changes for each local authority, so the changes are taken at face value.

Overview of Greenhouse Gas Emissions in Rother in 2021

In 2021, Rother's district-wide emissions of all three GHGs totalled 472.6 ktCO₂e. This is an overall increase of 15% on 2020 and an increase of 4% on the baseline year of 2019, as seen in Table 1. Figure 1 shows the total 2021 emissions broken down by sector.

	Emissions ktCO2			CO2e % change from	
	2019	2020	2021	2019 to 2021	2020 to 2021
Rother District	453.5	403	472.6	+4%	+15%

Table 1 Total GHG Emissions (ktCO2e)

Year	Industry	Commercial	Public Sector	Domestic	Transport	LULUCF	Agriculture	Waste Management	Total (ktCO2e)	Per Capita (tCO2e)	Per km ² (kt CO2e)
2019	80.4	14.3	9.2	158.3	188.1	-80.8	76.4	7.5	453.5	4.8	0.9
2020	75.4	12.5	9.4	156.4	154.3	-82.2	72.6	4.2	402.6	4.3	0.8
2021	122.8	16.0	13.7	159.7	166.0	-82.0	72.4	4.0	472.6	5.1	0.9

Table 2 GHG Emissions (ktCO2e) by Sector

The Tyndall Centre for Climate Research has developed a science-based approach for local authority area-wide carbon targets that align with meeting the UN’s Paris Agreement goal of “limiting global warming to well below 2°C and pursuing efforts to limit it to 1.5°C”. The method is outlined in the Centre’s [carbon budget tool for local authorities](#). The tool sets an overall area-wide carbon emissions ‘budget’ for local authorities through to 2100 and divides these into a series of 5-year budgets. The Tyndall Centre carbon budget for Rother District sets out the annual carbon reduction required to keep within the respective carbon budgets. For Rother, this equates to a reduction of 13.8% year-on-year.

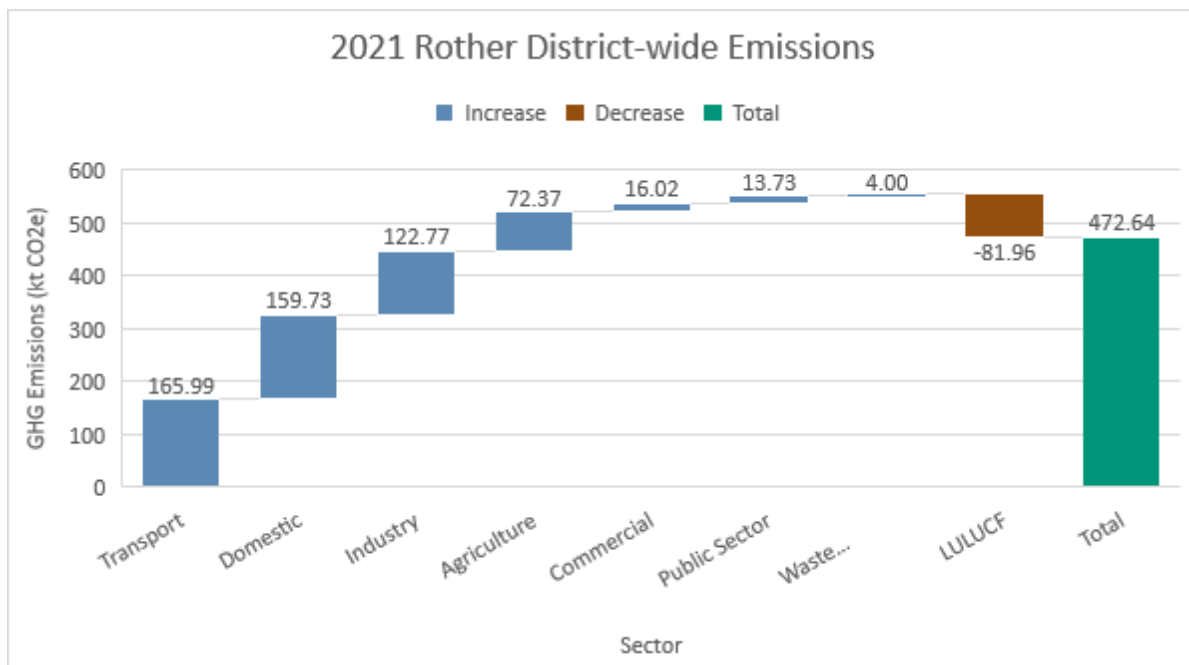


Figure 1 2021 Rother District-wide GHG Emissions by Sector

Since the baseline year of 2019, emissions from Transport, Agriculture and Waste Management have decreased, whereas emissions from Industry, Commercial, Public Sector and Domestic sectors have increased, See Table 2 and Figures 1 and 2. Land Use, Land Use Change and Forestry (LULUCF) shows an increase in the sequestration of emissions from the baseline year.

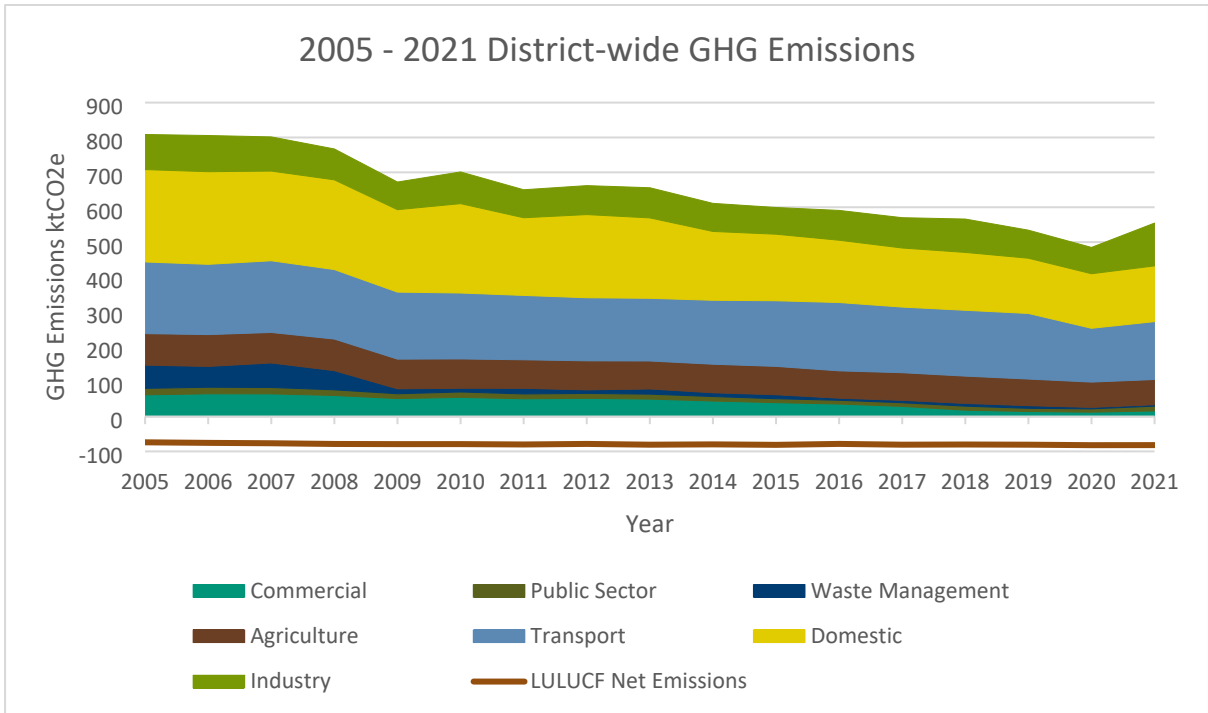


Figure 2 2005 - 2021 District-wide GHG Emissions by Sector

GHG emissions have risen between 2020 and 2021 across all parts of the UK, except for the northeast, and Rother is no exception. The dataset indicates a particularly significant increase in Rother between 2020 and 2021, mostly as a result of a large increase in industrial gas usage. A post-COVID rebound in transport emissions was seen in Rother, like all district and borough areas in East Sussex, though transport emissions remained below pre-COVID levels.

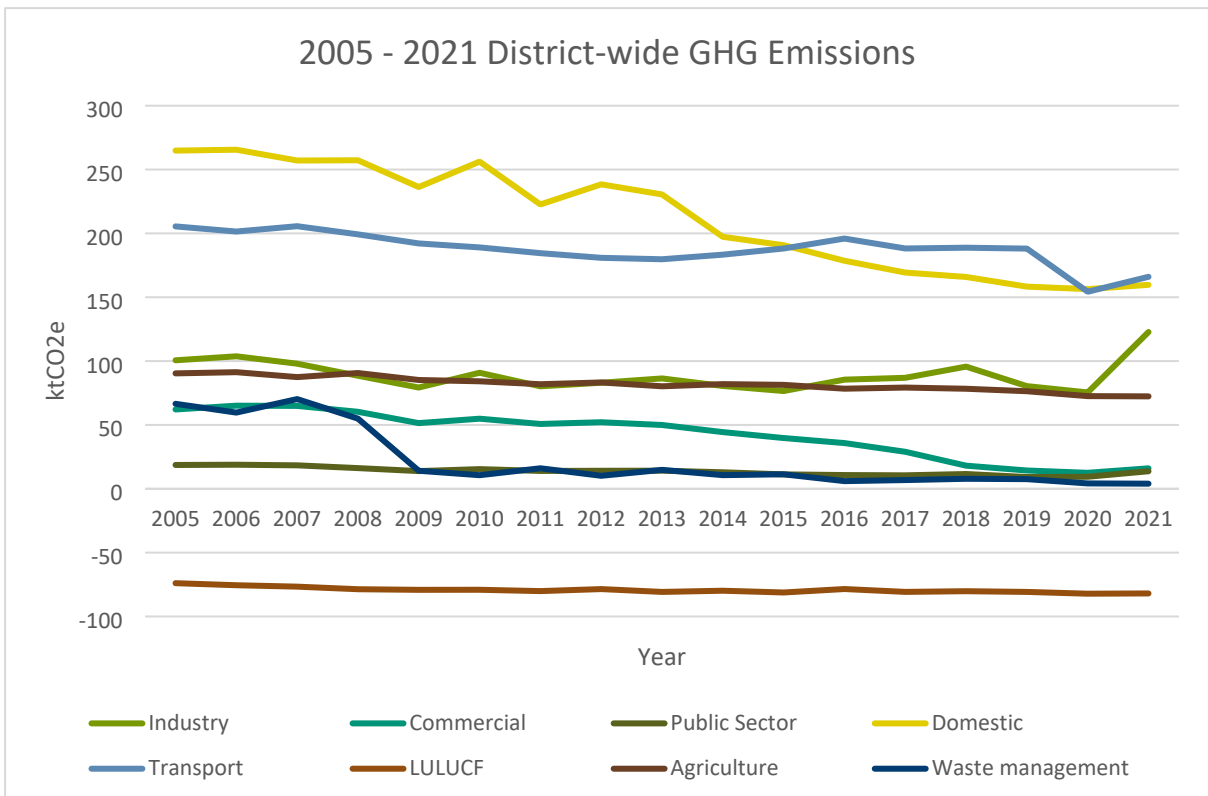


Figure 3 2005 - 2021 District-wide GHG Emissions

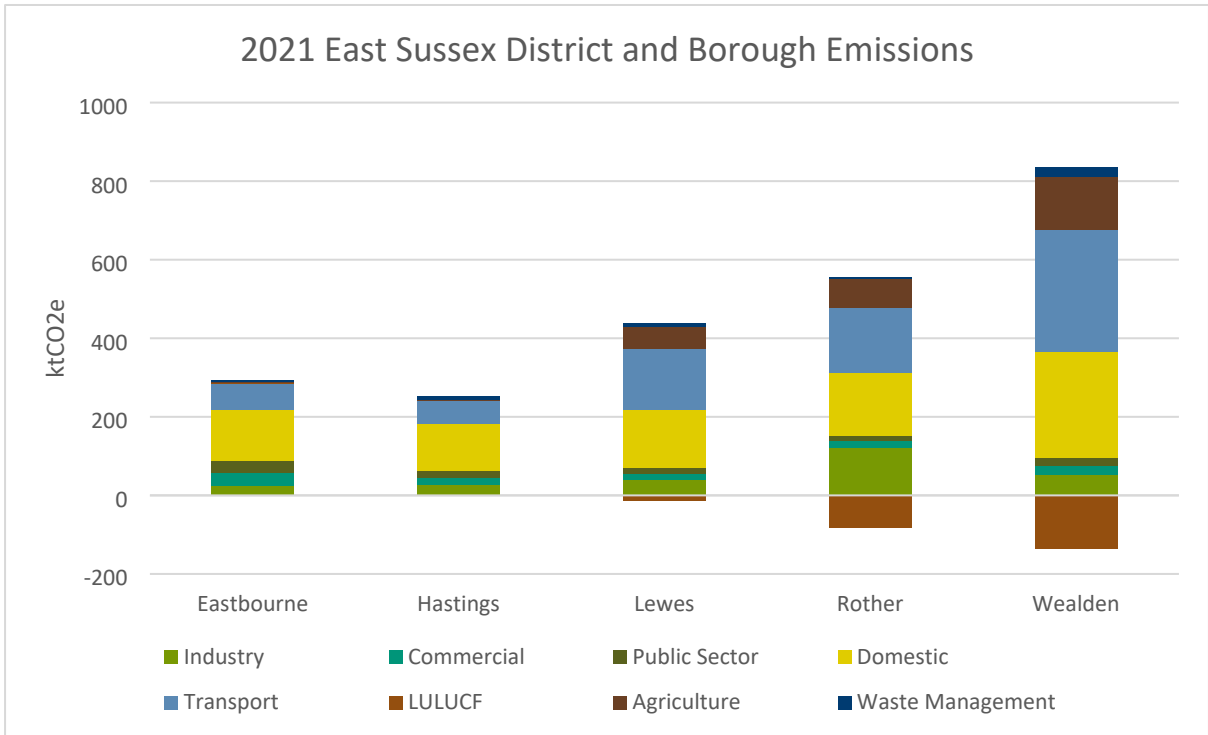


Figure 4 East Sussex District and Borough Emissions

East Sussex currently has one of the lowest per capita GHG emissions of counties in England, which is mainly due to the lack of motorways, the relative lack of heavy industry and relatively higher carbon removals from LULUCF. Rother has the highest per capita GHG emissions in East Sussex, see Figure 5. However, it is important to note that, whilst benchmarking on a per capita basis is a useful measure for domestic emissions, emissions from industry and transport are largely driven by national factors, so comparisons for these sectors should be treated with caution.

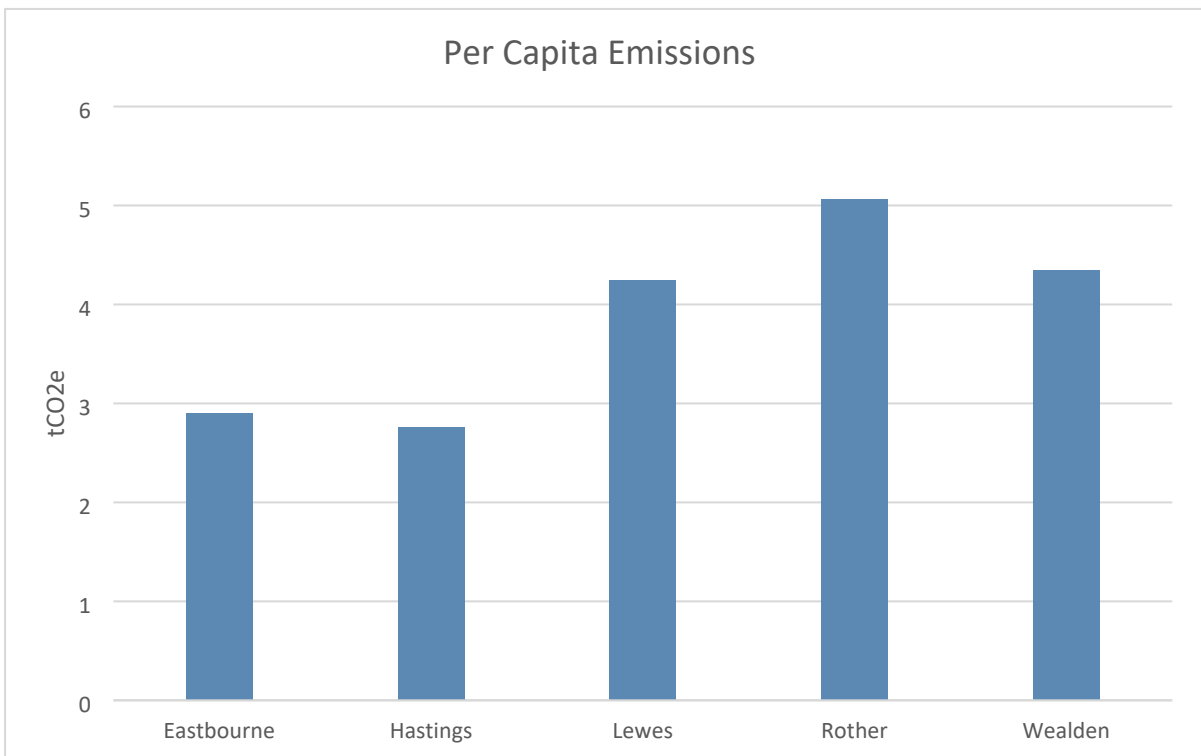


Figure 5 Per Capita Emissions in East Sussex

Transport Emissions

Transport emissions include freight and passenger transport, both for private and business purposes. The DESNZ data is broken down into five categories: motorways, A roads, minor roads, diesel railways, and transport 'other'. The category of transport 'other' includes the combustion of lubricants, LPG vehicles, inland waterways, coal railways, and aircraft support vehicles. Note that transport emissions do not include electric railways.

At a national level, transport GHG emissions fell by 22% between 2005 and 2021 and in Rother, they fell by 24% over the same period. However, GHG emissions increased nationally between 2020 and 2021 by 9% and in Rother by 7%, though emissions remained significantly below the pre-pandemic levels.

Figure 6 shows the emissions split by different transport categories in Rother from 2019 - 2021.

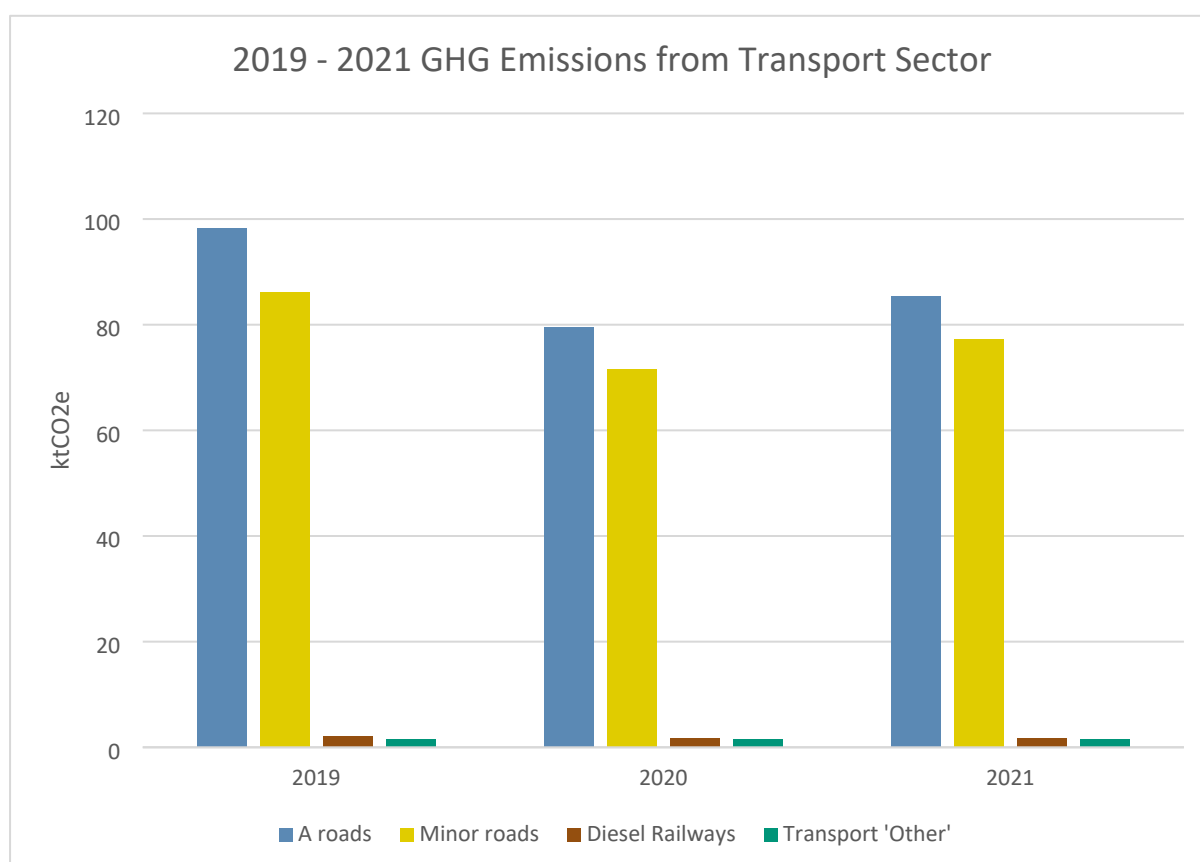


Figure 6 2021 GHG Emissions from Transport

Domestic Emissions

Emissions from the domestic sector are influenced by the fuel types used, the type and condition of housing, the average temperature, average household size, type of household and the income and preferences of the occupiers. Emissions from urban areas tend to be lower than rural areas, due to smaller homes, a larger proportion of terraced houses and flats, and less reliance on high-carbon heating fuels such as oil and coal.

National emissions of GHGs from the domestic sector decreased between 2005 and 2021 by about 39% and in Rother by about 66%, despite an increase in population

and the number of homes. The main drivers for this have been the decarbonisation of grid electricity and a gradual improvement in the energy efficiency of homes.

Domestic GHG emissions have increased by 2% between 2020 and 2021 and an increase of 1% since 2019.

Error! Reference source not found. shows most domestic emissions relate to gas central heating systems. Gas emissions are relatively higher in urban areas, as more homes are connected to the gas grid than in rural areas.

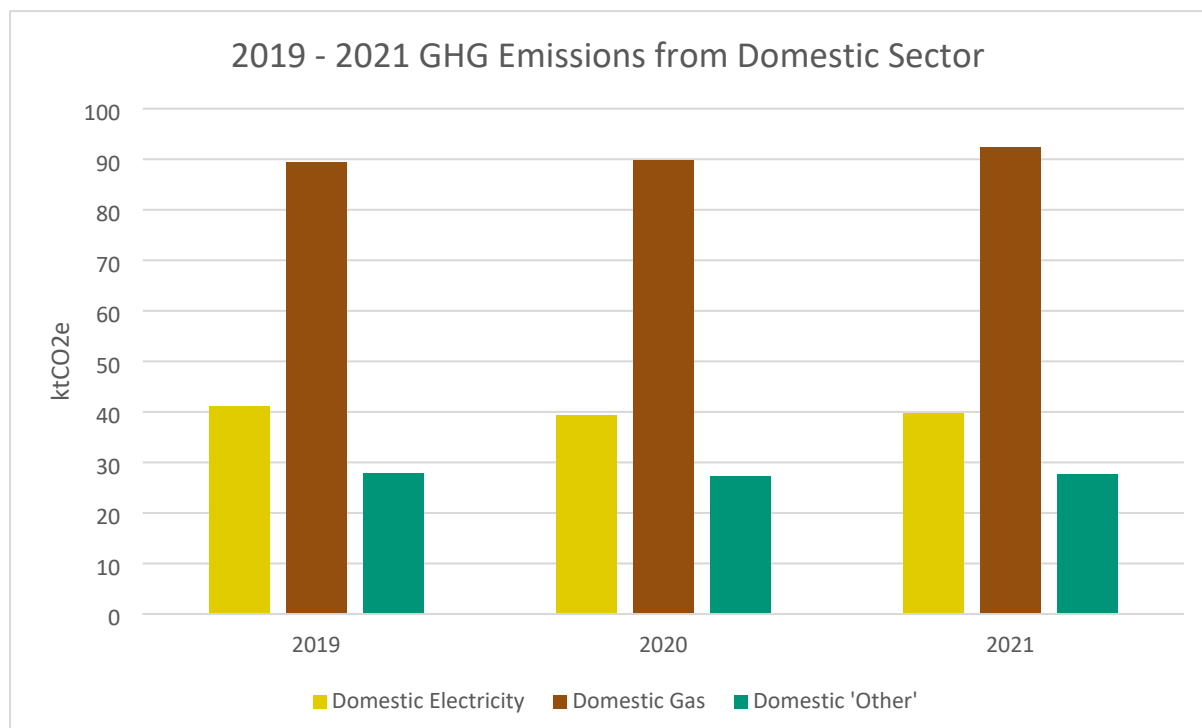


Figure 7 2019 - 2021 GHG Emissions from the Domestic Sector

Industrial Emissions

Emissions from Industry are the third biggest contributor to GHG emissions in Rother. Industrial emissions are broken down into the following categories: electricity usage, gas usage, other fuels (e.g. oil) and large industrial installations.

There was an increase in industrial GHG emissions between 2020 and 2021, no doubt largely due to the gradual post-COVID economic recovery. There was a particularly large increase in industrial gas usage in Rother, of nearly 100%, which is shown in Figure 9. (This has been queried with the DESNZ data team as the reasons are unclear).

The government publishes data on [non-domestic gas consumption](#) at Middle Layer Super Output Area (MSOA). The 2021 data identifies three MSOA where total non-domestic gas consumption is over 10 GWh – Rother 006, Rother 008 and Rother 011, see Figure 9.

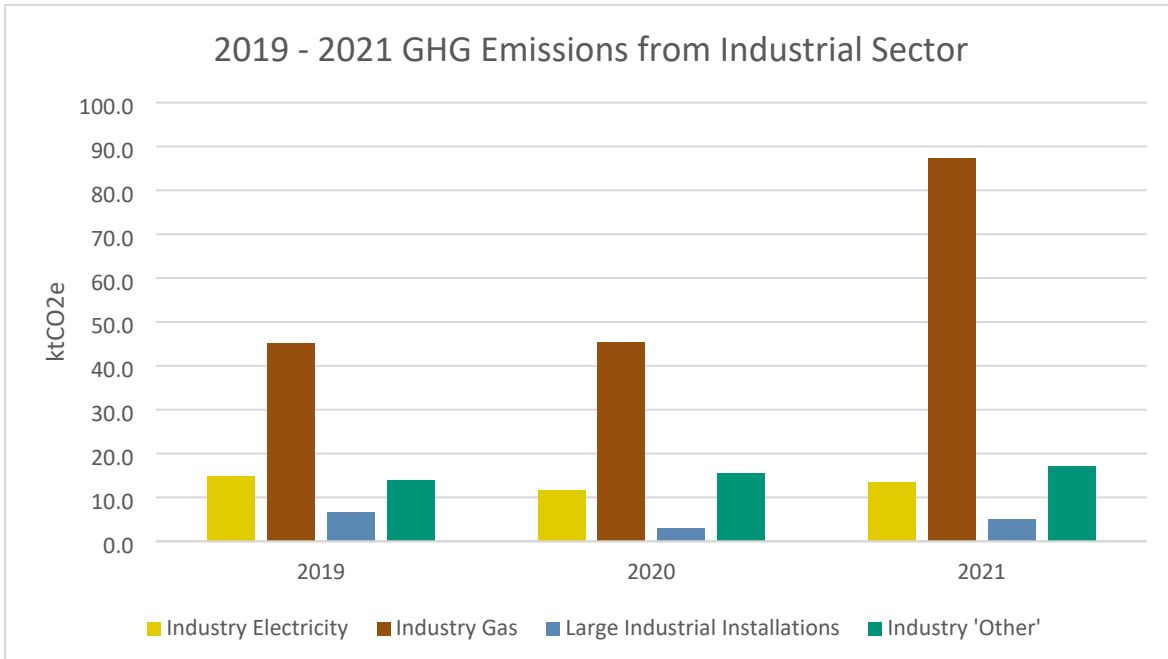


Figure 8 2019 - 2023 GHG Emissions from Industry

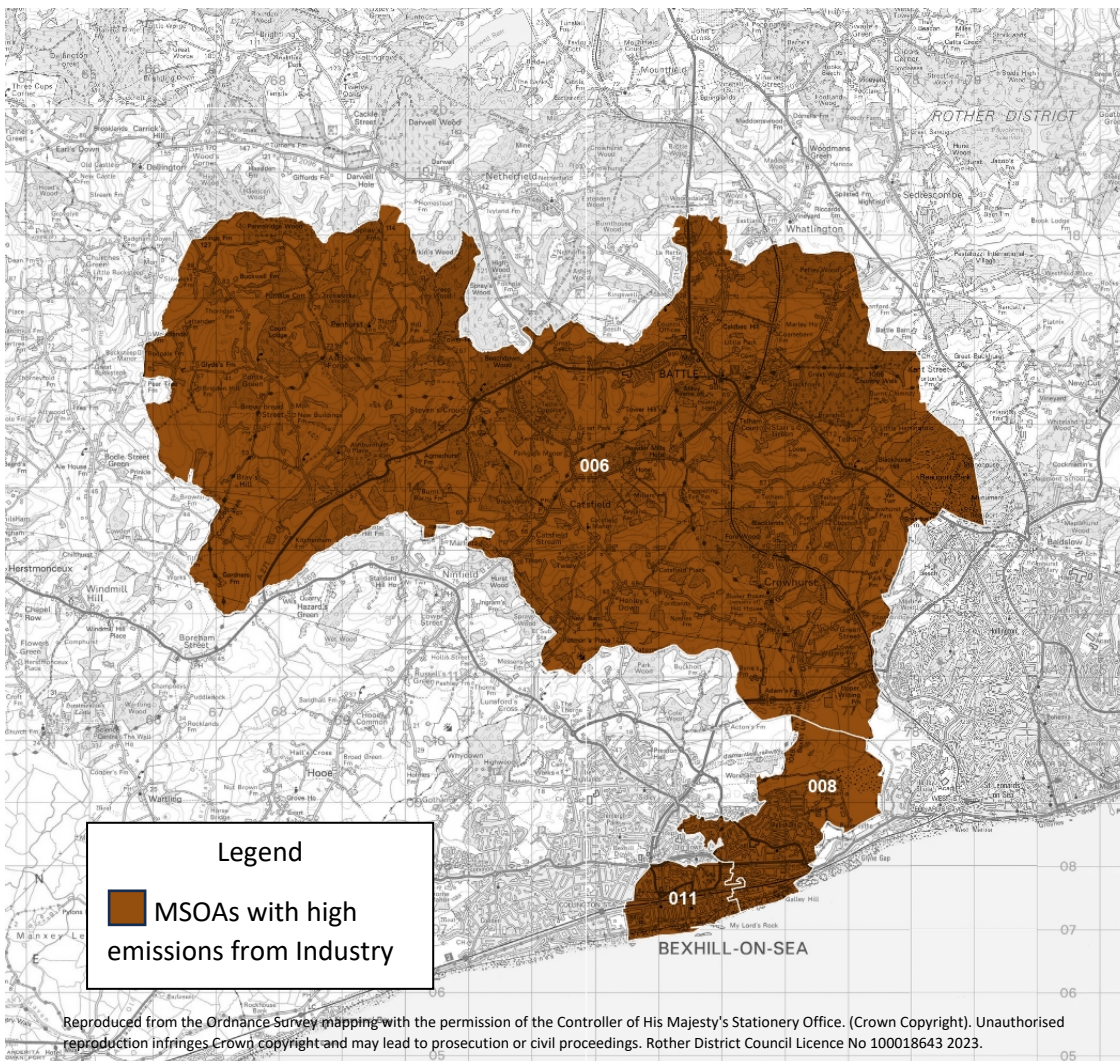


Figure 9 MSOAs in Rother with Industry gas emissions above 10GWh

Land Use Land Use Change and Forestry

Land Use, Land Use Change & Forestry (LULUCF) are activities such as liming, farming practices, afforestation/deforestation and changes in vegetative cover that can remove or produce atmospheric CO₂. For example, changing land from natural woodland (a net absorber of CO₂) to urban development would mean that the land no longer acts as a carbon sink.

Emissions have remained relatively stable since 2019, with Forested Land and Grassland acting as carbon sinks, see Figure 10. Croplands continue to be the largest source of emissions.

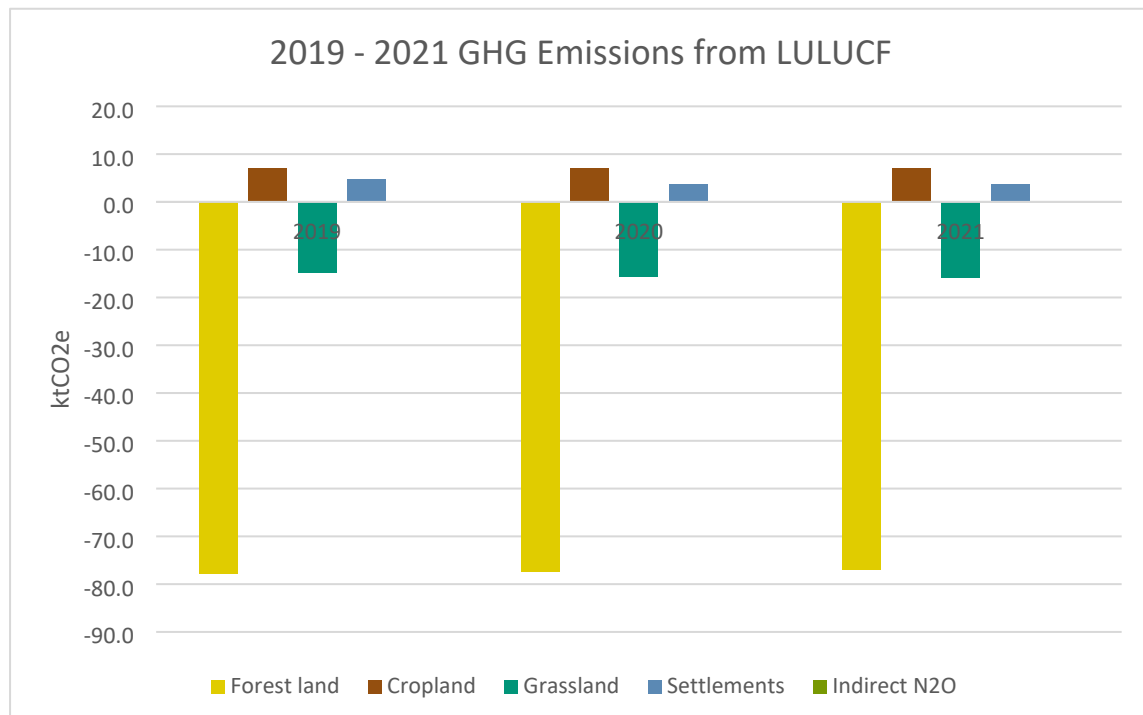


Figure 10 2019 - 2021 GHG Emissions from LULUCF

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Rother District Council Annual Operational Emissions Report 2022/23

Executive Summary

Rother District Council's Gross operational emissions for all currently reported activities have fallen by 15.4% since the baseline year of 2019/20, with Net emissions reduced by 20.8%.

Scopes 1 and 2 include the activities over which the Council has direct influence. In 2022/23, Net emissions for these activities were 86.7% lower than 2019/20. This is due to a significant reduction in consumption of electricity, particularly within our administrative buildings, coupled with the switch to a 100% renewable energy tariff in November 2021.

Over 90% of the Council's 2022/23 emissions arose from Scope 3, which includes operational activities that produce indirect emissions over which the Council has little control, such as those arising from water supply and treatment, commuting and business travel, as well as services outsourced to other providers. The largest single contributor to 2022/23 emissions is the fleet of the waste contract, at 821.45 TCO₂e, followed by Leisure Centres at 298.18 TCO₂e.

Introduction

In September 2019, Rother District Council declared a climate emergency and pledged to do what is within our power to become carbon neutral by 2030. This report sets out the Council’s annual operational emissions for 2022/23, to monitor progress against this pledge. (District-wide emissions are reported separately.)

Methodology

The Council measures its emissions in line with DEFRA protocols, taking an operational control approach. A summary of the activities which contribute to the 2022/23 data is as follows:

Scope 1 (Direct emissions)	<ul style="list-style-type: none">• Gas (supplied to operational assets)• Fleet
Scope 2 (Indirect Emissions)	<ul style="list-style-type: none">• Electricity (supplied to operational assets)
Internal Scope 3	<ul style="list-style-type: none">• Electricity losses from transmission and distribution (supplied to operational assets)• Non-operational assets (gas and electricity supplied to any other asset where the Council pays the bill)• Water supply and treatment (to operational assets)• Business travel and commuting (by Council officers and elected Members)
Outsourced Scope 3	<ul style="list-style-type: none">• Waste Contract Fleet• Leisure Centres (gas and electricity)
Deductions	<ul style="list-style-type: none">• Green Tariff (100% renewable electricity tariff)• Solar energy exported to the grid

The baseline for all activities is 2019/20, except for activities where data from that year is unavailable. For these activities, the earliest annual dataset available is used as the baseline. It is expected that as reporting procedures advance, the range of Scope 3 activities included in the Council’s annual emissions reporting will expand.

Deductions contribute to the offsetting of Scope 1 and 2 emissions only, as these are made up of the activities over which the Council has direct influence.

Baseline year data (and that of subsequent years) was recalculated in 2023 to reflect the framework of activities outlined above, and therefore figures reported here may differ to those previously published.

Emissions Summary

Table 1: RDC GHG Emissions in Tonnes CO ₂ e	BASELINE (2019/20)	Previous Year 2021/22	2022/23
Scope 1 - Gas (Operational)	48.03	44.09	38.31
Scope 1 - Fleet	16.44	16.25	19.05
Scope 2 - Electricity (Operational)	141.87	76.36	60.62
Scope 3 - Gas (non-operational)	9.58	14.67	17.31
Scope 3 - Electricity (non-operational)	57.55	41.98	46.95
Scope 3 - T&D Losses (on Scope 2 Electricity)	12.04	6.76	5.55
Scope 3 - Water (Operational)	15.16	6.50	6.75
Scope 3 - Business Miles	73.85	41.04	Not yet available
Scope 3 - Commuting	45.70*	Unavailable	45.70
Scope 3 - Waste Contract	699.87*	849.64	821.45
Scope 3 - Leisure Centres	486.80	385.05	298.18
Total Gross Emissions	1606.90	1482.33	1359.86
Green tariff	0.00	45.52	88.11
Solar Energy exported to grid	4.08	3.27	2.99
Total Net Emissions	1602.82	1433.54	1268.76

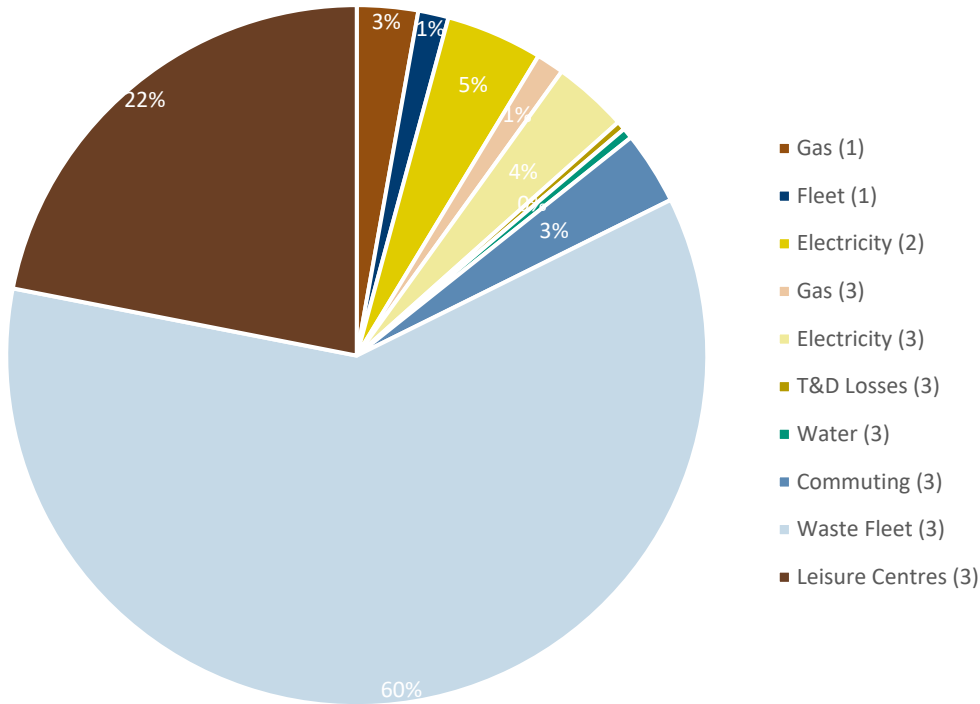
*Baseline year for Commuting is 2022/23. Baseline year for Waste Contract is 2020/21.

Gross Emissions have fallen by 15.1%

Net emissions have fallen by 20.8%

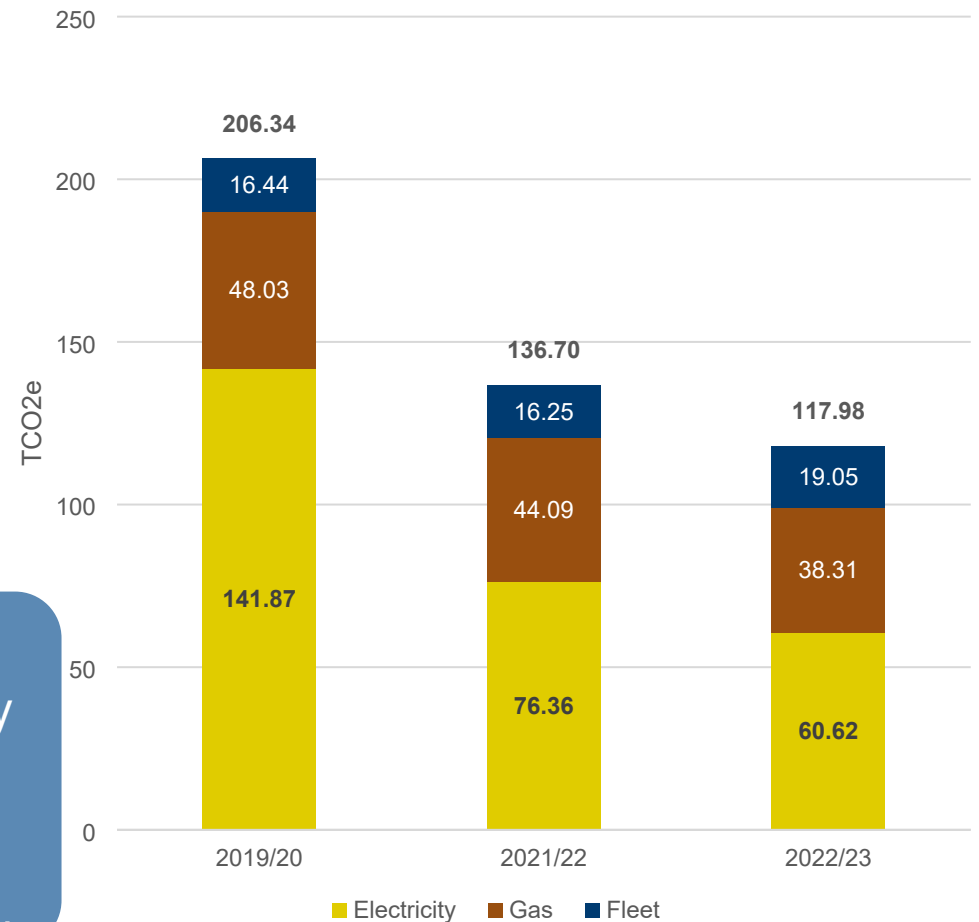
Scope 1 and 2 Emissions Activities under the Council's direct influence

Fig 1: 2022/23 Emissions Activity (Scope)



Scopes 1 & 2 make up 8.7% of the Council's gross emissions.

Fig 2: Scope 1 & 2 Gross Emissions



Scope 1 & 2 Gross emissions have reduced by 42.8%.

After solar and renewable tariff deductions,

Scope 1 and 2 Net emissions have reduced by

The Path to Net Zero A 50% reduction year on year from 2019/20 will result in 0.0% emissions by 2030.

Fig. 3: Scope 1 and 2 Net Emissions against annual 50% reduction trajectory

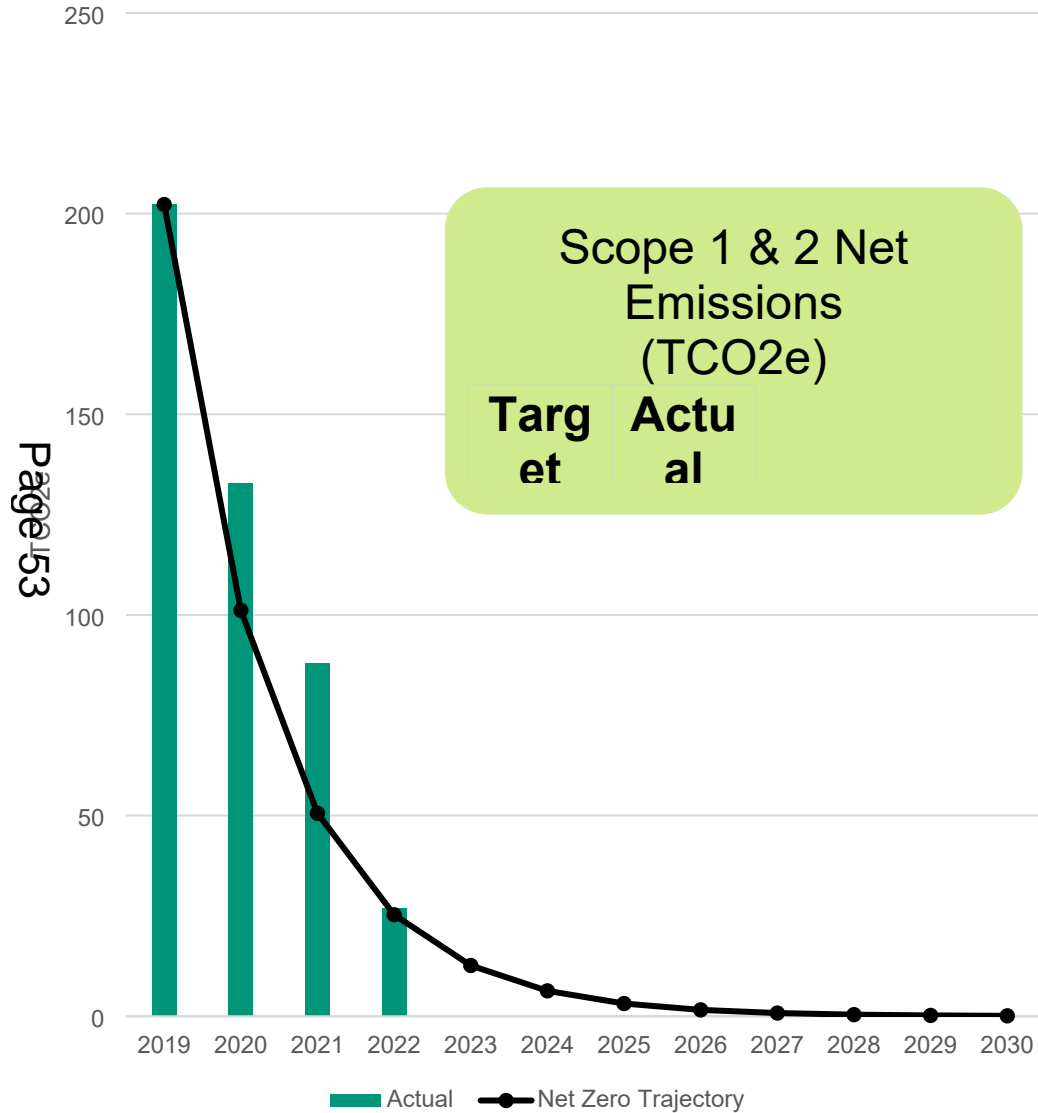
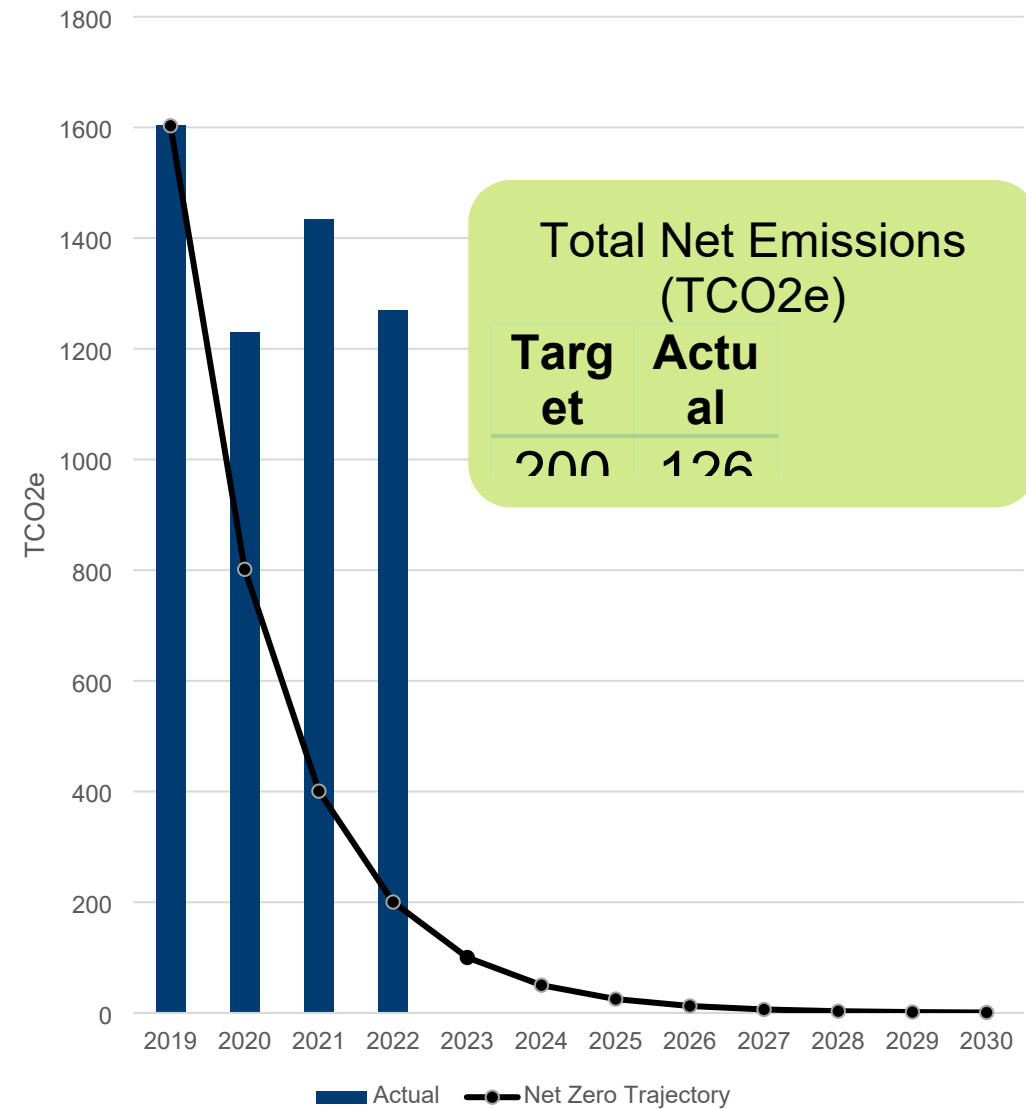


Fig. 4: Net Emissions against annual 50% reduction trajectory



Gas (operational)

Three sites contribute to this data, which are all administrative Council buildings, namely Town Hall, Treasury and Print Room. Town Hall accounts for 83.7% of operational gas use.

Operational gas emissions in 2022/23 were 38.3 TCO₂e, which is 20.2% lower than baseline year.

Gas consumption is affected by external temperature and boiler efficiency. The exact date boilers are switched on and off will also differ year to year impacting total usage. Generally, they are operational from September/October – April/May.

No significant fabric changes have been made to any of these buildings since baseline year.

Occupancy of the Treasury and Town Hall by RDC staff has varied, which has impacted on operational gas usage at these sites; In 2019/20, two floors of the Treasury building were occupied by RDC staff but were vacated during the pandemic of 2020 to make space for other public service staff. No further operational emissions are therefore reported at the Treasury until January 2023, when staff returned to occupy the first floor, due to the Villas of Town Hall being closed.

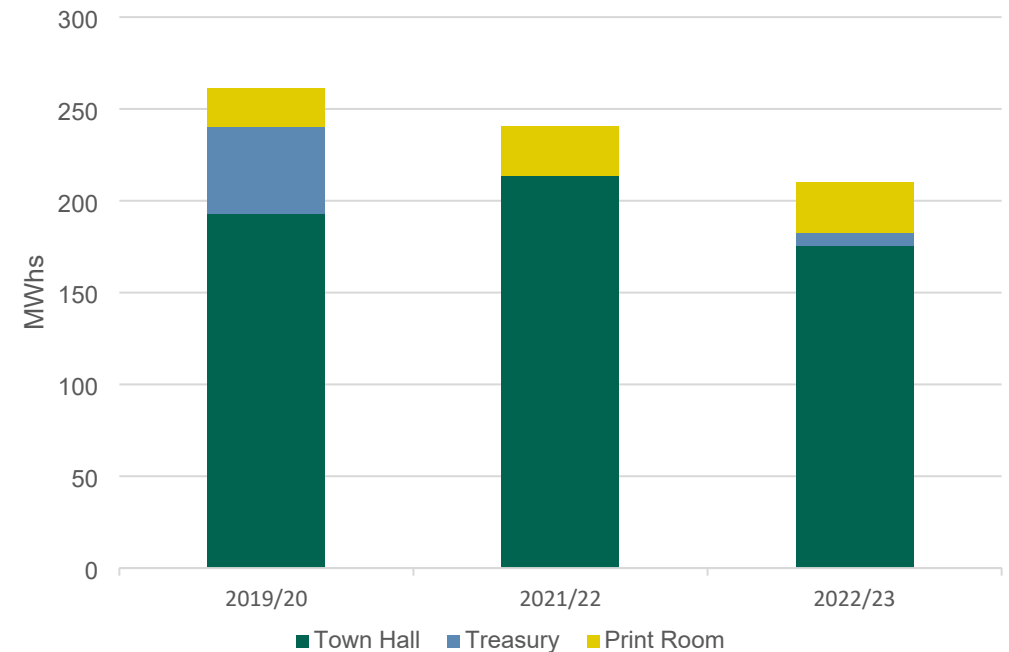
Despite radiators in the Villas being switched off on closing, hot water continued to circulate through the heating system in this part of Town Hall as it was not segregated from the operational side of the building. The un-used part of the system has since been isolated and therefore a reduction in gas consumption at Town Hall is expected to be evident in future years.

In September 2023, the Treasury's gas boilers reached the end of their operational life and were replaced with more efficient condensing gas boilers. The boilers at Town Hall are also due for replacement before Winter 2023. These replacements should result in a tangible reduction in gas consumption going forward.

Fleet

Fleet emissions have increased by 15.9%, in line with increased fuel consumption. In 2021/22 fuel consumption was almost the same as 2019/20 (+1.6%) however due to improved fuel efficiency, the resulting emissions were just over 1% lower than baseline level. The number of fleet vehicles has remained constant. The vehicles are generally replaced every 3-5 years, therefore the exact vehicles contributing to data annually will change. Engine size, driving style, distance travelled, and weight/load of vehicles will affect fuel use. Regular replacement of the vehicles ensures the highest performance and efficiency possible.

Fig 5: Operational Gas use by building



Electricity (Operational)

The National Grid has decarbonised by around 25% since 2019/20. Combined with a 241.6 MWh reduction in electricity consumption, the Council’s operational electricity emissions have reduced by 57.3%. The greatest reduction has been within administrative buildings, where emissions have dropped by 66.1%.

Administrative Buildings

Fig. 6: Electricity use by administrative buildings

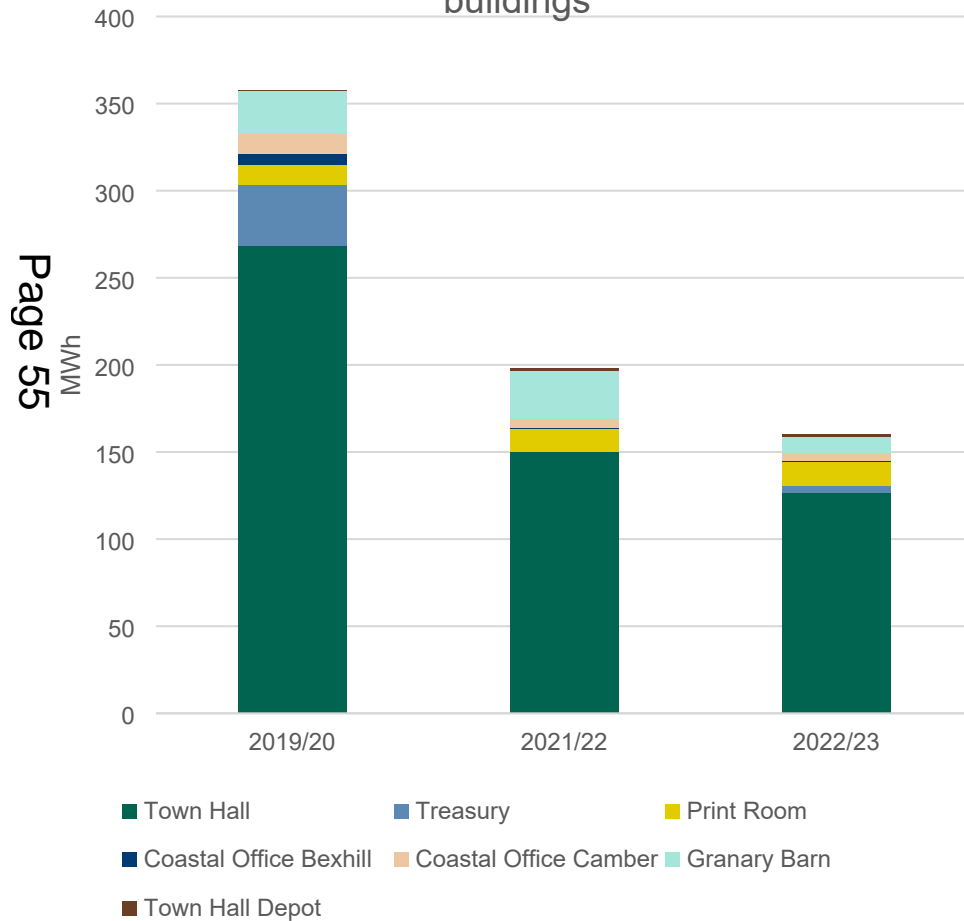


Table 2: Electricity Emissions by asset type (TCO2e)	2019/20	2022/23	%age change
Administrative Buildings (7)	91.48	31.02	-66.09
Public Conveniences (26)	17.19	11.20	-34.83
Other Operational (30/23)	33.21	18.40	-44.51
TOTAL	141.88	60.62	-57.27

Most administrative sites have seen emissions fall by between 64% and 88%, with the exceptions of the Print Room, which has seen only a modest reduction of 13%, and Town Hall Depot, where emissions, albeit still very low, rose from 0.11 TCO2e to 0.3 TCO2e.

Overall, electricity consumed for administrative purposes has decreased by 55.18% since 2019/20, from 357.9 MWh to 160.4 MWh.

The reduction can largely be attributed to staff working from home since the pandemic of 2020. According to a recent staff survey, on an average day in 2022/23, 46% of staff worked from home, whereas all staff were office based in the baseline year. The outsourcing of some energy intensive IT systems will have also contributed to reductions at Town Hall. These activities will still be producing emissions, but they are now defined as indirect and therefore not included in the Council’s Scope 2 activities. They cannot currently be quantified for inclusion in our Scope 3 reporting, but this may become possible in the future.

As detailed above, occupancy levels of the Treasury and Town Hall by RDC staff has varied over the reporting period, affecting the proportion of emissions arising from those sites annually.

Additionally, more efficient LED lighting was installed in the Treasury building prior to staff returning in January 2023, and a programme of behavioural change has recently been implemented by the maintenance team at Granary Barn to reduce energy costs and emissions.

Public Conveniences (PCs)

Since 2019/20, water heating equipment has been removed from some PCs as general maintenance is carried out, which will have contributed to the 13.9% reduction in electricity consumption.

In the baseline year PCs accounted for 12.1% of the Council's operational electricity use. Although electricity used by PCs has decreased, this has occurred at a lesser rate than other assets. As a result, PCs now account for 19% of the Council's electricity use and emissions.

Other Operational

For the purpose of this report 'Other Operational' assets are defined as any Council controlled assets not assigned as Administrative Buildings or Public Conveniences, i.e. car parks, parks, gardens and open spaces including the street lighting, sports pavilions, pumping apparatus etc. therein.

The Council's portfolio of such assets changes over time. 30 assets contributed to the 2019/20 data and 26 in 2022/23.

After Town Hall, the Compressor Station at Fairlight consumed more electricity than any other asset in the baseline year, making up 7.56% of total electricity usage (42 MWh). In 2021/22, this had reduced by 39.92% (to 25MWh), and in 2022/23 was 63.03% lower than the baseline (15.5 MWh).

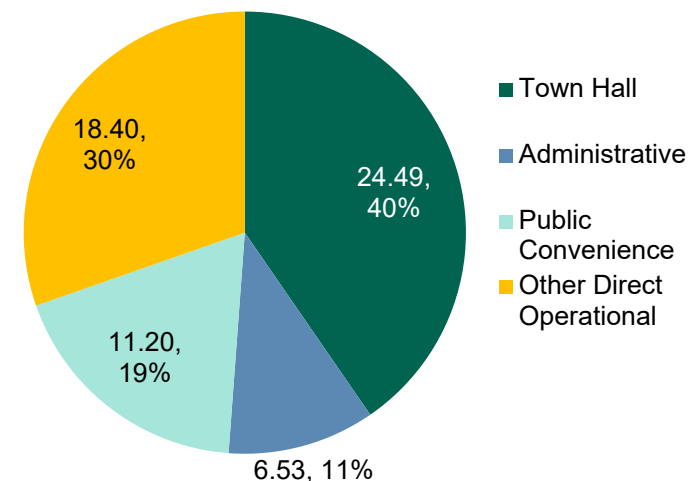
The reduction could be due to both a water leak (which has now been fixed) and recent droughts, which will have reduced demand on the pump. As such, it is likely usage could return to baseline levels; 42 MWh in 2022/23 would add 12% to operational electricity use and over 5 TCO2e.

The other high consumer of electricity in this category is Bexhill Museum, for which the electricity meter also covers the Egerton Park toilets and the kiosk. In 2019/20, this group of assets made up 6% of total operational electricity usage (33MW). Due to some gaps in available meter readings (where the account was transferred to the museum for a time), data spanning a two-year period was averaged to give annual estimates for 2021/22 and 2022/23, coming to 48.6 MWh per year. This makes it the second highest asset contributing to operational electricity emissions after Town Hall, at 15.5% of the total.

The museum has developed a forward plan which includes making sustainability improvements to the main building. To help them to achieve these ambitions, the electricity account is due to be transferred back into the ownership of the museum. This will take the main building out of the Council's Scope 2 emissions in the future. The museum will recharge the Council for electricity used by the toilets and kiosk, therefore these aspects will remain within the Scope 2 portfolio.

Electricity use by car parks was low in baseline year at around 3.5 MWh and has reduced by 30%. This may be due to streetlights in car parks being replaced with low-energy LED alternatives at end of life and the number of visitors who pay to park via the RingGo app having doubled from roughly 20% in 2019/20 to 40%. (Pay machines are dormant until activated by a user to make a payment, with card payments using more electricity than cash payments).

Fig. 7: 2022/23 Scope 2 Emissions by asset type (TCO2e)



Deductions

A 100% renewable energy tariff was adopted in November 2021, supplying both operational and non-operational assets. In its first full year, this has saved 88.11 TCO₂e.

Annual solar generation by the Treasury and Bexhill Museum arrays has been consistent, yet as the national grid decarbonises emissions savings from exported energy decreases. The 15.96 MW exported to the grid in 2019/20 resulted in a carbon saving of 4.08 TCO₂e, whereas the 15.48 MW exported in 2022/23 saved only 2.99 TCO₂e.

Gas (non-operational)

Treasury's leased office space is almost solely (99.7%) responsible for non-operational gas use, which has almost doubled since 2019/20. This is due to the building not being previously fully occupied as it was throughout 2022/23. As stated above, the boilers were replaced in September 2023, so future reductions in emissions are expected.

Electricity (non-operational)

The Council's portfolio of assets that contribute to non-operational electricity emissions fluctuates. There were 14 assets included in the baseline data, of which five have been removed (as they have either been disposed of or accounts transferred from the Council to the tenant), and eight have been added (either newly acquired assets or accounts transferred from tenant to the Council).

Non-operational electricity usage has increased by 7.8%, however due to the decarbonisation of the grid, the resulting emissions are 18.4% lower.

Water

The total amount of water consumed by the Council has stayed relatively constant, however emissions arising from water use have significantly decreased, resulting in an overall 55.5% reduction in emissions.

Table 3: Emissions relating to water consumption	2019/20		2022/23	
	Consumption (M ³)	Emissions (TCO ₂ e)	Consumption (M ³)	Emissions (TCO ₂ e)
Supply	18, 833	6.5	17, 640	2.6
Treatment	12, 262	8.7	15, 160	4.1
Total	31, 095	15.2	32, 800	6.7

Waste Contract

The baseline figure of 699.87 TCO₂e (2020/21) was provided by Biffa as a complete figure, whereas emissions for later years have been calculated from raw data. It is possible a different methodology was used for this first year, which may account for the +21.4% difference in 2021/22, yet only 3.3% difference the following year when reporting methodologies were certainly comparable.

Leisure Centres

Emissions reductions have been realised by all three of Rother's Leisure Centres. Closure of the pool in 2022 has resulted in Rye achieving the greatest percentage reduction in emissions, yet Bexhill Leisure Pool has reduced its emissions by 83 TCO₂e, compared to Rye's saving of 75.5 TCO₂e.

Table 4: Emissions by Leisure Centre (TCO ₂ e)	2019/20	2022/23	%age change
Bexhill Leisure Centre	68.31	38.39	-43.8
Bexhill Leisure Pool	270.61	187.65	-30.6
Rye Sports Centre & Pool	147.87	72.15	-51.2
TOTAL	141.88	60.62	-57.27

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Name/ Organisation	Meeting Dates	Summary
ESHOG Climate Change and Sustainability Sub-group - Jim Aspdin	3.10.22	Update that Rother are starting the Environment Strategy (ES) Refresh.
Greg Minns	13.10.22	Intro to Air Quality in Rother and feedback form ES - Currently below the UK levels so no Air Quality Management Areas - Could align RDC with the WHO targets which are more in line with Rother's levels during the pandemic when travel dropped.
Rother Parish Conference	19.10.22	Parish and Town Councils told RDC are refreshing the ES.
Matthew Bird - Sussex Wildlife Trust	26.10.22	<ul style="list-style-type: none"> • There appears to be no baseline or evidence base of emissions; and subsequently no strategic prioritisations. • Vague pledges which require a more coherent approach linked to outcomes. • There appears to be no Action plan for greenhouse gas reductions. • Some vague language - for example we would not recommend the use of terms such as 'environmentally- friendly council'. • Does not seem to be a district context - we did not get a sense of wider engagement and the community leadership role in climate change.
Be The Change	4.10.22	Discussed reusable nappy scheme - wider discussion about the ES and what is missing. Discussed enhancing the waste aspect.
Stuart Ramsbottom and Adrian Gaylon	7.10.22	Discussed Active Rother and the links with the ES.
Brian Griffiths	7.10.23	Intro to RDC Parks and Gardens - Relationship with local environmental groups.
Lindsay - Community Supporters	16.10.22	Intro to Climate Strategy (CS) and ES Refresh.
Sussex Wildlife Trust - Henri Brocklebank, Jess Price	18.11.22	Defend Nature Meeting - Intro to Jess and agreed to arrange a separate meeting to update on ES.
All Staff Event	21.11.22	Update on Climate Action so far and next steps for ES.

Health and Wellbeing Task and Finish Group	25.11.22	Update on Health and Wellbeing elements of ES refresh.
Jeff Pyrah	12.12.22	Local Plan climate evidence base discussion.
Combe Valley Countryside Park (CVCP) - Annie Brown	13.12.22	Discussed ES refresh, CVCP Strategy, Nature Recovery in Rother.
Wealden District Council (WDC) - Chantal Lass, Thomas Hood	19.12.22	Discussed ES Refresh and WDC's approach - similar timeline.
Sedlescombe Parish Council (SPC) meeting	20.12.22	Presentation to SPC on local Climate Action - SPC declared a Climate and Ecological Emergency.
East Sussex Climate Officers	11.01.23	Regular Climate Officers meeting.
WDC - Thomas Hood	13.01.23	Unlock Diplocks Project discussion - engaging businesses.
RDC Procurement - Charlotte Stephens	16.01.23	Climate Change and Procurement.
Rebecca Owen	18.01.23	RDC Green Spaces Management Plans.
Dean Morrison - High Weald AONB	19.01.23	CS refresh plans and Cuckmere & Pevensey Levels Catchment Partnership, Powdermill Catchment work - Sussex Flow initiative.
WDC - Chantal Lass	23.01.23	Climate Action Planning and Climate Awareness Training.
Richard Parker-Harding	26.01.23	Environmental Health and Climate Actions for the CS.
Ute Woodward - WDC Waste	27.01.23	Waste reductions initiatives for CS, specifically reusable nappies.
Venus Tam, UK Power Networks	27.01.23	Update for UKPN on RDC's CS, specifically relating to Local Area Energy Planning.
Graham Burgess - RDC Assets	02.02.23	Green Asset Management discussion - BNG potential and sequestration opportunities
Kerry Briffitt - Southern Housing	03.02.23	CS and Biodiversity ambitions.
Sam Stone	06.02.23	Rother Coastal opportunities for CS refresh
Nicola Mitchell	07.02.23	CS timeline and plan
Mel Powell	08.02.23	UKSPF and CS Action Planning
Sarah Brotherton - High Weald AONB	09.02.23	CS Refresh update and HW AONB Management Plan update.

Jess Price and Fran Southgate - Sussex wildlife Trust	10.02.23	CS - Actions to enhance both Strategy and Action Plan - Policy discussion for new Local Plan.
Andrew Wedmore - Brightling Environmental Group	10.02.23	New Environmental Group - update on CS Refresh including action areas - shared ideas for the new Environmental Group relating specifically to energy.
Cleo Alper - South East Rivers Trust	16.02.23	CS plan and opportunities with new Rother Catchment Partnership.
Love Our Rother Event	18.02.23	Public event – RDC had a stand at the event to discuss the Strategy refresh with members of the public.
Sam Phyll - Hastings BC	21.02.23	HBC Solar for Business discussion and opportunities to include in RDC CS.
Kate Davidson - Hastings Furniture Service	22.02.23	Introduction and RDC CS update - Resource Consumption and Buildings.
High Weald OSG meeting	28.02.23	Opportunity to update attendees on RDC CS update during round table officer updates.
Rother Environmental Group	28.02.23	Presentation given by Lucie Bolton and Elise Manning on RDC CS update. Lots of discussion about the Council's role, working with partners, grid capacity, grant funding, electric vehicle charging. Invited back to present again next year.
Urban Foresight Rother Rural Economy Workshop	03.03.23	Invited as a participant, but discussion came back to climate several times and gave an opportunity to update attendees about the CS.
Battle for our Planet	04.04.23	Public event – RDC had a stand at the event to discuss the Strategy refresh with members of the public.
Sussex Nature Partnership (SxNP) - Kate Cole and Julie Middleton	07.03.23	RDC provided an update for SxNP on the Local Plan development and the CS refresh.
Local Strategic Partnership	09.03.23	Presentation on the CS refresh progress, including evidence base.
Tracy Dighton and Mike Pelper - 1066 Citizens Advice (CA)	13.03.23	Meeting with 1066 CA to discuss CS and fuel poverty. Potential.
Bexhill Town Council (BTC) - Climate Committee	15.03.23	Presentation to BTC on the CS refresh - discussion around working together to achieve the same outcomes.
Dan Bontoft	23.03.23	CS - staff car usage.

Duncan Ellis	23.03.23	CS schemes and budget.
Battle Town Council (BaTC)- Climate sub-committee	23.03.23	First meeting of the BaTC Climate Sub-committee - RDC to provide support to BaTC in writing a climate action plan. Lucie Bolton provided an update on RDC CS and provided information on BaTC's carbon footprint.
Energy Systems Catapult - Michelle Chapunza-Mhindurwa	27.03.23	Discussed RDC plans for decarbonisation and Local Area Energy Plans.
Alice Webb - Marine Conservation Organisation	28.03.23	Discussed CS refresh and ways to make it more relevant for marine and coast.
Joshua Speer and Lee Furlong - Bexhill College	29.03.23	Discussed Bexhill Tree Planting Strategy and tree planting on college land. Also discussed CS update.
Brett Pearson - Locate East Sussex	31.03.23	CS update and ways to engage businesses in Net Zero in Rother.
RALC	12.04.23	Gave key note on RDC CS, including action areas and Parish & Town Council Climate Action.
Local Plan Climate Emergency Workshop	18.04.23	Climate Related Policy Workshop.
Anti-Poverty Steering Group	19.04.23	Round table update on CS.
Local Plan Environmental Management Workshop	21.04.23	Environmental Management Policy Workshop.
Green Team Workshop	24.04.23	CS development presentation to Green Team.
Overview and Scrutiny Committee	24.04.23	Climate Change Steering Group (CCSG) Progress report on the ES - included progress on refresh.
Hannah Martin - Lloyds Bank	25.04.23	Discussion with RDC's Banking Manager about opportunities to fund climate action - discussed emerging Climate Action Plan.
Cuckmere & Pevensey Levels CP Meeting	26.04.23	Opportunity to update partners on the Progress of CS refresh. Partners advised against formal consultation due to other statutory consultations they are working on and agreed to support RDC informally.
Roddy Crockett - Sustrans	26.04.23	Update on RDC climate priorities.
Rother Romney Catchment Partnership	03.05.23	First meeting of the partnership. Opportunity to update partners on the Progress of CS refresh.

Energise Sussex Coast	04.05.23	CS update and partnership opportunities.
Bexhill Unwrapped interview	11.05.23	Video interview on the progress of the CS refresh - published on FB.
Michael Courts and David Bishop - Retrofit Partnership and Strategy	12.05.23	Discussion about the need for a retrofit strategy for East Sussex. Retrofit is a key priority of revised CS.
BaTC Climate Sub-committee	15.05.23	Update for BaTC.
Ros Clayton - Bexhill Environmental Group	17.05.23	Discussed partnership opportunities - Action Planning.
East Sussex Housing Partnership Board	19.05.23	Update in round table.
Member Induction Programme	22.05.23	Introduction to the CS for Members.
Ollie Hunter - RDC tenant	26.05.23	Site visit and discuss about engaging tenants with nature recovery and the CS.
Terry Hume - Public Health	30.05.23	Multifunctional and inclusive green spaces.
BaTC Climate Sub-committee	05.06.23	Progress on Climate Action Plan.
Hastings and Roter Transport Action Group (HARTAG)	06.06.23	Attended meeting and general intro.
East Guldeford Parish Meeting	07.06.23	Presentation on RDC CS and Parish Climate Action - very enthusiastic.
UKSPF Local Partnership Meeting	08.06.23	General intro to CS.
Cabinet - UK100 report	12.06.23	UK100 pledge - reconfirm RDC's commitment to Net Zero.
East Sussex Energy Partnership	19.06.23	Round table update on CS.
Nick Hanna - Sussex Greenways	19.06.23	Discussion around funding and alignment with CS.
East Sussex Retrofit Strategy and Partnership Development	22.06.23	Role of CS in building decarbonisation.
Corporate Management Team (CMT)	28.06.23	CS Presentation.
Jo Cobby - East Sussex Energy Partnership follow up	28.06.23	Building decarbonisation in CS.

Salehurst and Robertsbridge Parish Council (S&RPC) Meeting	10.07.23	Presentation on RDC CS and why S&RPC should declare a climate and ecological emergency - stayed for declaration.
Stewart Drew and Patricia Lochans - De La Warr Pavilion (DLWP)	11.07.23	Presentation on RDC CS and aligning DLWP Environment ambitions.
Cabinet Away Day	12.07.23	CS presentation.
Ashburnham and Penhurst Parish Council (A&PPC) Meeting	26.07.23	Presentation on RDC CS and why A&PPC should declare a climate and ecological emergency.
Rother Romney Catchment Partnership	24.08.2	Strategy update.
UK Power Network	25.08.23	Local Net Zero hub - opportunity to input RDC Climate Action Plan.
Planning Service Meeting	30.08.23	CS presentation - Internal Engagement.
Housing and Regeneration Managers' Meeting	31.08.23	CS presentation - Internal Engagement.
Anti-Poverty Steering Group	05.09.23	Round table update on CS.
BaTC Climate and Ecology Working Group	06.09.23	Round table update on CS.
East Sussex Climate Change officers' meeting	11.09.23	Round table update on CS.
Olivia Morton - Natural England	18.09.23	Tree Strategies and CS priorities.
Corporate Policy and Projects team meeting	19.09.23	CS presentation - Internal Engagement.
RDC Carbon Literacy Training	21.09.23	Opportunity to discuss CS - Internal Engagement.
Finance Team	26.09.23	CS presentation - Internal Engagement.
Brede Parish Council (BPC)	26.09.23	Presentation on RDC CS and why BPC should declare a climate and ecological emergency.
CCSG	28.09.23	Full CS presentation.
Full Housing Team	04.10.23	CS presentation - Internal Engagement.
Regeneration Team	10.10.23	CS presentation - Internal Engagement.
Environmental Health full service meeting	11.10.23	CS presentation - Internal Engagement.

Revenue and Benefits and Customer Services Managers	12.10.23	CS presentation - Internal Engagement.
AONB Management Team	18.10.23	Meeting to discuss the first full draft of the CS.
CCSG	26.10.23	Report on the copy of the CS.

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Rother Climate Action Plan 23/24 – 26/27



Buildings and Energy Efficiency

Outcome 1. The built environment will be net zero and climate resilient.

Objective 1.1 Mass retrofit of existing buildings.

Action	KPI	Co-benefit 1	Co-benefit 2	Co-benefit 3	Cost	Carbon impact	Delivery	Lead	Progress
Access government funding to decarbonise private housing such as HUG2	Applications submitted either in partnership or standalone	Health & wellbeing - Reduced fuel poverty	Economy - improved household finances	Economy - job creation	£	High	Ongoing	Climate Team	In Progress
Fund energy efficiency measures in community assets through CIL, UKSPF	Carbon footprint reports and action plans for community assets produced. Interventions implemented.	Society - community brought together	Economy - money retained in local economy	Resilience - security in energy supply (less power cuts)	£££	High	Ongoing	Climate Team, Regeneration Team, Planning Team	In Progress
Use Environmental Health enforcement mechanisms to improve private sector rented accommodation	Minimum of 5 homes per year improved because of licensing or statutory notices being served	Health & wellbeing - Reduced fuel poverty	Economy - improved household finances	Society - reduced inequalities	£	Medium	Ongoing	Environmental Health	In Progress
Work with Parish and Town Councils and other Community groups to engage and educate residents	Minimum of five parish and town councils supported to create climate action plans per year	Society - community brought together	Environment - reduced greenhouse gas emissions	Economy - money retained in local economy	£	Medium	Ongoing	Climate Team	In Progress
Train Energy Champions to work with communities	10 Energy Champions trained	Economy - improved	Health & wellbeing -	Society - community	££	Low	23/24 - 24/25	Climate Team	In Progress

		household finances	Reduced fuel poverty	brought together					
Fund businesses' decarbonisation plans with capital grants for net zero infrastructure	50 businesses supported to report their carbon footprint and create carbon reduction action plans	Economy - lower energy costs	Economy - improved business efficiency	Economy - opportunities for local investment	£££	High	23/24 - 24/25	Climate Team, Regeneration Team	To Start
Support Retrofit Skills Partnership	Convene or actively participate in a local retrofit skills partnership	Economy - job creation	Economy - opportunities for skills and training	Economy - money retained in local economy	£	Low	Ongoing	Climate Team, Regeneration Team	In Progress
Run a series of community engagement events to raise awareness and demystify retrofitting	Host one retrofitting awareness event per year	Economy - improved household finances	Society - community brought together	Health & wellbeing - Reduced fuel poverty	££	Low	Ongoing	Climate Team	To Start
Retrofit Rother District Council operational assets to EPC C or above	Operational assets retrofitted to EPC C	Society - improved public sector finances	Economy - money retained in local economy	Environment - reduced greenhouse gas emissions	£££	High	Ongoing	Asset Management Team	In Progress
Replace gas boilers in Rother District Council operational assets for low-carbon heating sources at end of life	No new gas boilers in operational assets from 26/27	Society - improved public sector finances	Economy - job creation	Economy - improved business efficiency	££	High	26/27	Asset Management Team	To Start
Retrofit Rother District Council-owned accommodation to EPC C or above	All RDC owned accommodation rated EPC C or above	Society - reduced inequalities	Economy - lower energy costs	Economy - improved household finances	££	Medium	25/26	Housing Team	In Progress
Replace gas boilers in Rother District Council-owned accommodation for low-carbon heating sources at end-of-life	No new gas boilers in RDC accommodation from 2025 onwards	Society - reduced inequalities	Economy - lower energy costs	Economy - improved household finances	££	Medium	25/26	Housing Team	In Progress

New Local Plan - refurbishment energy standards set through policy	Policy Included in new Local Plan	Economy - opportunities for skills and training	Economy - lower energy costs	Health & wellbeing - Reduced fuel poverty	£	High	25/26	Planning Policy Team	In Progress
New Local Plan - reuse of buildings rather than demolition encouraged and supported through policy	Policy Included in new Local Plan	Environment - reduced waste going to landfill	Economy - opportunities for skills and training	Economy - opportunities for local investment	£	High	25/26	Planning Policy Team	In Progress

Objective 1.2 New buildings are net zero or carbon negative.

Action	KPI	Co-benefit 1	Co-benefit 2	Co-benefit 3	Cost	Carbon impact	Delivery	Lead	Progress
New Local Plan - best practice net zero standards for new buildings to be set through policy	Policy Included in new Local Plan	Society - reduced inequalities	Economy - opportunities for skills and training	Environment - creation of more attractive public spaces	£	High	25/26	Planning Policy Team	In Progress
Require Council-led developments to meet best practice net zero standards	Introduce Council-led Development Policy	Economy - lower energy costs	Economy - opportunities for skills and training	Environment - improved green spaces	£	High	23/24 - 24/25	Regeneration Team, Policy and Projects Team	To Start

Outcome 2. The need to travel will be reduced, those that do so will be on foot, bike, public transport, or EV.

Objective 2.1 Sustainable forms of transport are supported through the planning system.									
Action	KPI	Co-benefit 1	Co-benefit 2	Co-benefit 3	Cost	Carbon impact	Delivery	Lead	Progress
Local Plan - Development Strategy to plan spatially to reduce reliance on personal vehicles through town and village networks and clusters	Policy Included in new Local Plan	Health & wellbeing - reduced air pollution	Health & wellbeing - reduced noise pollution	Society - reduced inequalities	£	High	25/26	Planning Policy Team	In Progress
Local Plan - Live Well Locally concept to be an Overall Priority, informing the spatial strategy, site selection and development design.	Policy Included in new Local Plan	Health & wellbeing - reduced air pollution	Health & wellbeing - reduced noise pollution	Economy - opportunities for local investment	£	High	25/26	Climate Team and Planning Team	In Progress
Work with Local Transport Authority and Transport for the Southeast to ensure Rother's interests are met	Actively participate in partnership, corporate comms	Society - reduced inequalities	Society - community brought together	Health & wellbeing - opportunities for physical activity	£	High	Ongoing	Climate Team and Planning Team	In Progress

Objective 2.2 Facilitate the transition to low/ zero carbon vehicles.									
Action	KPI	Co-benefit 1	Co-benefit 2	Co-benefit 3	Cost	Carbon impact	Delivery	Lead	Progress
Provide infrastructure to switch RDC fleet to EV	Staff home charging policy introduced, Access to EV charger confirmed	Economy - improved business efficiency	Society - improved public sector finances	Economy - opportunities for local investment	££	Low	25/26	Asset Management Team, HR Team	To Start
Switch RDC fleet to EV upon lease renewal	Fleet switched to electric	Economy - improved business efficiency	Society - improved public sector finances	Health & wellbeing - reduced air pollution	£££	Medium	26/27	Asset Management Team	To Start
EV charging infrastructure installed at Council offices to support fleet and staff transition to EVs	Minimum of 3 EV chargers available to staff on site	Society - reduced inequalities	Economy - improved business efficiency	Health & wellbeing - reduced air pollution	££	Medium	25/26	Asset Management Team	In Progress
Pool electric bicycles made available for staff use	Pool electric bikes purchased or hired	Health & wellbeing - opportunities for physical activity	Health & wellbeing - reduced air pollution	Society - improved public sector finances	£	Low	25/26	HR Team, Climate Team	To Start
Pool EVs made available for staff use	Pool EV available for staff	Society - improved public sector finances	Health & wellbeing - reduced air pollution	Society - reduced inequalities	££	Low	25/26	HR Team, Climate Team	To Start
Refuse vehicles switched to low-carbon fuel	Refused vehicles switched to low-carbon fuel	Health & wellbeing - reduced air pollution	Economy - opportunities for local investment		£££	High	26/27	Joint Waste Management Team	To Start

Salary sacrifice scheme for EVs promoted to all Staff	Staff benefit introduced	Society - reduced inequalities	Economy - improved household finances	Health & wellbeing - reduced air pollution	£	Medium	25/26	HR Team, Climate Team	To Start
Install EV charging infrastructure in RDC carparks	Six RDC car parks across the District with EV chargers installed	Health & wellbeing - reduced air pollution	Society - reduced inequalities	Society - community brought together	£	Medium	23/24 - 24/25	Policy and Projects Team, Neighbourhood Services, Climate Team	In Progress
Encourage businesses to install EV charging	10 businesses installed EV charging on-site through Shared Prosperity Funding	Economy - improved business efficiency	Economy - job creation	Society - reduced inequalities	£	High	23/24 - 24/25	Regeneration Team, Climate Team	To Start
Support businesses to switch to LZC fleet	5 businesses transitioned to Low/Zero Carbon fleet	Economy - improved business efficiency	Economy - job creation	Society - reduced inequalities	££	High	23/24 - 24/25	Regeneration Team, Climate Team	To Start
Encourage homeowners to install EV charging points through collective buying	Annual collective buying scheme supported by the Council	Health & wellbeing - reduced air pollution	Economy - improved household finances	Society - reduced inequalities	£	Medium	Ongoing	Climate Team	In Progress

Objective 2.3 A programme of activities to promote active travel across the district.

Action	KPI	Co-benefit 1	Co-benefit 2	Co-benefit 3	Cost	Carbon impact	Delivery	Lead	Progress
Promote behaviour change to encourage active travel through corporate communications	Internal and External RDC Comms, participation in events	Health & wellbeing - opportunities for physical activity	Health & wellbeing - reduced air pollution	Health & wellbeing - reduced noise pollution	£	Medium	Ongoing	Sports Team, Climate Team	In Progress
Climate Awareness Training introduced for all RDC staff	RDC Certified as Gold Level Carbon Literate Organisation	Society - community	Economy - improved	Health & wellbeing - opportunities	££	Medium	Ongoing	Climate Team	In Progress

		brought together	business efficiency	es for physical activity					
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Resource Consumption and Waste

Outcome 3 The district will produce less waste and a thriving circular economy.

Objective 3.1 Reduced consumption of resources and waste.

Action	KPI	Co-benefit 1	Co-benefit 2	Co-benefit 3	Cost	Carbon impact	Delivery	Lead	Progress
RDC Scope 1&2 emissions reduced by 50% year-on-year from 19/20 baseline	Reduce RDC Scope 1&2 emissions by 50% year-on-year from 19/20 baseline	Economy - lower energy costs	Economy - improved business efficiency	Economy - money retained in local economy	£££	Medium	Ongoing	Climate Team	In Progress
Introduce an Environmental Management System to provide a framework for Council resource consumption and waste	Environmental Management System introduced to provide a framework for Council resource consumption and waste	Economy - improved business efficiency	Environment - reduced waste going to landfill	Society - improved public sector finances	££	Medium	25/26	Climate Team	To Start
Introduce a decision-making tool that includes carbon impacts	Decision-making tool adopted by the Council	Society - reduced inequalities	Society - improved public sector finances	Economy - improved business efficiency	£	Low	23/24 - 24/25	Climate Team, Policy and Projects Team	In Progress
Promote behaviour change to reduce waste through corporate communications	Internal and External RDC Comms, participation in events	Environment - reduced waste going to landfill	Economy - improved household finances	Health & wellbeing - improved	£	Medium	Ongoing	Climate Team	In Progress

				dietary health					
Reduce paper usage at the Council by 50% on 2023 usage by 2026	Reduced paper usage at the Council by 50% on 2023 usage by 2026	Environment - reduced waste going to landfill	Economy - improved business efficiency	Society - improved public sector finances	£	Low	25/26	Climate Team	To Start
Incorporating sustainable food principles in council catering and at Council-run events where possible	Policy Introduced	Economy - money retained in local economy	Health & wellbeing - improved dietary health	Resilience - food security (security in local food supply)	£	Low	23/24 - 24/25	Climate Team, Policy and Projects Team	To Start
Eliminate single-use plates and cutlery from council catering	Policy for reusable plates and cutlery introduced	Environment - reduced waste going to landfill	Economy - improved business efficiency		£	Low	23/24 - 24/25	Climate Team, Policy and Projects Team, Facilities	To Start
Improve procurement policies for operational resources	Policy Introduced	Environment - reduced waste going to landfill	Economy - improved business efficiency	Economy - money retained in local economy	£	Low	23/24 - 24/25	Climate Team, Policy and Projects Team	In Progress
Encourage businesses to consider their Scope 3 emissions through decarbonising businesses project and UKSPF Grants	Decarbonising local businesses project established - 50 businesses with decarbonisation plans	Economy - improved business efficiency	Economy - money retained in local economy	Society - community brought together	£	High	Ongoing	Regeneration Team, Climate Team	To Start
Encouraging residents to choose sustainable, local food and to reduce meat consumption through corporate communications messages	Internal and External RDC Comms, host one annual event and participation in external events	Economy - money retained in local economy	Health & wellbeing - improved dietary health	Resilience - food security (security in local food supply)	£	Medium	Ongoing	Regeneration Team, Climate Team	To Start

Work with local voluntary and community groups and other partners to promote sustainable food practices to local businesses	Create a network for B2B, visitors and residents	Health & wellbeing - improved dietary health	Economy - money retained in local economy	Resilience - food security (security in local food supply)	£	Medium	Ongoing	Regeneration Team, Climate Team	To Start
New Local Plan - seek reuse and recycling of construction materials and waste	Policy Included in new Local Plan	Environment - reduced waste going to landfill	Economy - opportunities for skills and training	Society - community brought together	£	High	25/26	Planning Policy Team	In Progress
New Local Plan - water resources minimised. Rain & grey water recycling required through policy	Policy Included in new Local Plan	Environment - reduced flood risk	Environment - improved green spaces	Environment - improved green spaces	£	High	25/26	Planning Policy Team	In Progress
New Local Plan - require space for food-growing in new development through policy	Policy Included in new Local Plan	Resilience - food security (security in local food supply)	Health & wellbeing - improved dietary health	Society - community brought together	£	High	25/26	Planning Policy Team	In Progress

Objective 3.2 Increased repair, reuse and recycling of goods and materials.

Action	KPI	Co-benefit 1	Co-benefit 2	Co-benefit 3	Cost	Carbon impact	Delivery	Lead	Progress
Introduce residential food waste collections	Weekly food waste collections introduced	Environment - reduced waste going to landfill	Economy - improved household finances	Society - reduced inequalities	£££	High	25/26	Joint Waste Management Team	To Start
Fund activities through the Council's RRR Grants Scheme to reduce consumption and	Rother Reduce, Reuse, Recycle Grant to fund initiatives	Environment - reduced waste going to landfill	Society - community brought together	Economy - opportunities for skills and training	££	Medium	Ongoing	Policy and Projects Team	In Progress

increase repair, re-use and recycling									
Work in partnership with local voluntary and community groups to reduce food waste	Participation in formal partnership with terms of reference	Resilience - food security (security in local food supply)	Health & wellbeing - improved dietary health	Society - reduced inequalities	£	Low	Ongoing	Climate Team, Partner Organisations	In Progress
Promote greywater harvesting to residents, businesses and community organisations through corporate communications and events	Internal and External RDC Comms, host one annual event and participation in external events	Environment - reduced flood risk	Society - community brought together	Environment - improved green spaces	£	Low	Ongoing	Regeneration Team, Climate Team	To Start
Promote Office Swap Shop and related activities	Internal RDC Comms, participation in events	Environment - reduced waste going to landfill	Economy - improved household finances	Society - community brought together	£	Low	Ongoing	Climate Team	In Progress
Introduce food waste collection from operational buildings	Food waste from operational buildings is recycled	Environment - reduced waste going to landfill	Society - community brought together		£	Low	23/24 - 24/25	Facilities Team, Policy and Projects Team	To Start
Introduce glass collection from operational buildings	Glass waste from operational buildings is recycled	Environment - reduced waste going to landfill	Society - community brought together		£	Low	23/24 - 24/25	Facilities Team, Policy and Projects Team	To Start



Biodiversity and Land Use

Outcome 4 Nature will be in recovery across the district.

Objective 4.1 Halt land and marine species decline.

Action	KPI	Co-benefit 1	Co-benefit 2	Co-benefit 3	Cost	Carbon impact	Delivery	Lead	Progress
Host annual clean seas event to increase public awareness in PFAS, pollution, local action, partner showcasing	Annual community event	Environment - reduced flood risk	Society - community brought together	Environment - increased biodiversity	£	Low	Ongoing	Climate Team, Partner Organisations	To Start
Work in partnership with relevant organisations to improve the health of the water environments in the district	Convene or actively participate in a partnership to improve the health of the water environments in the district	Environment - increased biodiversity	Environment - reduced flood risk	Society - community brought together	££	Medium	Ongoing	Climate Team, Partner Organisations	In Progress
Work in partnership with relevant organisations to improve land management practices across the district	Convene or actively participate in a partnership to improve land management practices in the district	Environment - increased biodiversity	Environment - improved green spaces	Society - community brought together	££	Medium	Ongoing	Climate Team, Partner Organisations	To Start
Support schemes to remove negative human influence from the landscape i.e. plastic, tree tubes, litter, rubbish	Rother Reduce, Reuse, Recycle Grant to fund initiatives	Environment - improved green spaces	Environment - increased biodiversity	Society - community brought together	£	Medium	Ongoing	Climate Team, Partner Organisations	To Start

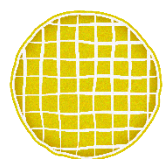
tipping, pollution sources etc.									
Develop a Green Asset Management Plan	Green Asset Management Plan adopted by Council	Economy - improved business efficiency	Society - improved public sector finances	Resilience - security in energy supply (less reliance on international imports)	£	Medium	25/26	Asset Management Team, Climate Team, Policy and Projects Team, Parks Team	To Start
Introduce conditions to new lease agreements	All new lease agreements from 2024/25 have a Nature Recovery clause	Environment - improved green spaces	Environment - increased biodiversity	Economy - opportunities for skills and training	£	Medium	23/24 - 24/25	Asset Management Team	To Start
Eliminate use of pesticides, herbicides, and peat in council grounds maintenance	Policy Introduced	Environment - increased biodiversity	Environment - improved green spaces	Society - improved public sector finances	£	Low	23/24 - 24/25	Parks Team, Policy and Projects Team	To Start

Objective 4.2 Increase biodiversity and carbon sequestration.

Action	KPI	Co-benefit 1	Co-benefit 2	Co-benefit 3	Cost	Carbon impact	Delivery	Lead	Progress
Audit RDC green assets to provide a baseline for biodiversity	Biodiversity Audit Report	Environment - increased biodiversity	Environment - improved green spaces	Environment - creation of more attractive public spaces	££	Medium	23/24 - 24/25	Climate Team	In Progress
Create a Biodiversity Strategy and Action Plan for the District	Biodiversity Strategy and Action Plan adopted by Council	Environment - improved green spaces	Environment - increased biodiversity	Society - improved public sector finances	££	High	25/26	Climate Team, Planning Team	To Start

Adopt the county-side Local Nature Recovery Strategy (LNRS)	Policy Included in new Local Plan	Environment - increased biodiversity	Environment - improved green spaces	Environment - reduced flood risk	£	High	25/26	Climate Team and Planning Policy Team	In Progress
New Local Plan have regard to the LNRS in decision-making through policy	Policy Included in new Local Plan	Environment - increased biodiversity	Environment - improved green spaces	Environment - reduced flood risk	£	High	25/26	Planning Team	In Progress
New Local Plan - Require 20% Biodiversity Net Gain through policy	Policy Included in new Local Plan	Environment - increased biodiversity	Economy - opportunities for local investment	Environment - improved green spaces	£	High	25/26	Planning Team	In Progress
Deliver on Bexhill Tree Planting Strategy	KPIs from Bexhill Tree Planting Strategy are met	Health & wellbeing - reduced air pollution	Environment - creation of more attractive public spaces	Environment - improved green spaces	££	Medium	Ongoing	Parks Team, Climate Team, Partner Organisations	In Progress
Develop District-wide Tree Strategy	Tree Strategy adopted by Council	Environment - increased biodiversity	Environment - reduced flood risk	Health & wellbeing - reduced air pollution	££	High	23/24 - 24/25	Climate Team, Planning Team, Parks Team	To Start
Work in partnership with Town and Parish Councils to carry out biodiversity audits and create Management Plans to enhance biodiversity and increase carbon sequestration in parks and open spaces	50% of Town and Parish Councils enhancing their assets for biodiversity and carbon sequestration	Society - community brought together	Economy - opportunities for skills and training	Economy - opportunities for local investment	£	Medium	Ongoing	Climate Team, Partner Organisations	In Progress
Designate a proportion of the RDC estate to	10% of RDC estate designated to 'wilding'	Environment -	Environment - reduced flood risk	Health & wellbeing -	£	Medium	Ongoing	Estates Team, Parks Team, Climate Team	To Start

'wilding' and nature recovery		increased biodiversity		reduced air pollution					
New Local Plan - use Natural England standards and guidelines to improve green infrastructure	Policy Included in new Local Plan	Health & wellbeing - reduced air pollution	Economy - opportunities for local investment	Environment - improved green spaces	£	High	25/26	Planning Policy Team	In Progress



Energy Generation

Outcome 5 Renewable energy will be produced locally.

Objective 5.1 Solar PV on all suitable roof spaces.

Action	KPI	Co-benefit 1	Co-benefit 2	Co-benefit 3	Cost	Carbon impact	Delivery	Lead	Progress
Participate in collective buying schemes such as Solar Together	Collective buying scheme run annually	Economy - lower energy costs	Economy - improved household finances	Resilience - security in energy supply (less reliance on international imports)	£	High	Ongoing	Climate Team	In Progress
Encourage businesses to install Solar PV	5 businesses installing solar PV through grant funding	Economy - improved business efficiency	Economy - lower energy costs	Resilience - security in energy supply (less reliance on international imports)	£	High	23/24 - 24/25	Regeneration Team, Climate Team	To Start
New Local Plan - support community energy through policy	Policy Included in new Local Plan	Economy - lower	Economy - money retained in	Resilience - security in energy	£	High	25/26	Planning Policy Team	In Progress

		energy costs	local economy	supply (less reliance on international imports)					
Support local community renewable energy creation	Formal partnership with terms of reference and corporate comms	Economy - money retained in local economy	Economy - opportunities for skills and training	Resilience - security in energy supply (less reliance on international imports)	£	High	Ongoing	Planning Team, Climate Team	In Progress
Install Solar PV on RDC commercial assets	Review of commercial assets for solar potential. Commercial solar business project established.	Society - improved public sector finances	Economy - lower energy costs	Economy - improved business efficiency	££	High	Ongoing	Asset Management Team, Climate Team	In Progress
Install Solar PV on council owned accommodation	Review of accommodation assets for solar suitability. Solar PV installed on a minimum of 3 properties if suitable.	Economy - improved household finances	Economy - lower energy costs	Society - reduced inequalities	££	Low	25/26	Housing Team, Climate Team	To Start
Consider RDC investment opportunities for renewables	Review RDC assets for renewable potential. Business case for renewable investment produced.	Society - improved public sector finances	Economy - money retained in local economy	Economy - opportunities for skills and training	£££	High	25/26	Finance Team, Asset Management Team, Climate Team	To Start
Explore options for solar carports in RDC carparks	Report on solar carport potential of RDC car parks	Resilience - security in energy supply (less reliance on international imports)	Economy - money retained in local economy	Economy - opportunities for local investment	££	Medium	23/24 - 24/25	Climate Team, Policy and Projects Team, Neighbourhood Services, Asset Management Team	To Start

Objective 5.2 Support renewable energy generation.

Action	KPI	Co-benefit 1	Co-benefit 2	Co-benefit 3	Cost	Carbon impact	Delivery	Lead	Progress
New Local Plan - spatially plan for renewable energy through policy	Policy Included in new Local Plan	Economy - money retained in local economy	Resilience - security in energy supply (less reliance on international imports)	Resilience - security in energy supply (less power cuts)	£	High	25/26	Planning Policy Team	In Progress
New Local Plan - support and require connection to district heat networks through policy	Policy Included in new Local Plan	Economy - improved household finances	Economy - job creation	Economy - opportunities for local investment	£	High	25/26	Planning Policy Team	In Progress
Explore district heating opportunities across the district	Report on district heating opportunity mapping	Economy - job creation	Economy - opportunities for skills and training	Economy - opportunities for local investment	££	High	25/26	Climate Team, Planning Policy Team, Regeneration Team	To Start
Support feasibility studies for geothermal heat networks	Report on geothermal heat networks potential	Economy - job creation	Economy - opportunities for skills and training	Economy - opportunities for local investment	££	High	26/27	Climate Team, Planning Policy Team, Regeneration Team	To Start
Carry out heat demand mapping	Heat mapping report produced	Economy - opportunities for skills and training	Economy - opportunities for local investment	Society - community brought together	££	High	23/24 - 24/25	Climate Team	In Progress
Encourage businesses to install renewables	5 businesses received funding for renewable installations	Economy - lower energy costs	Resilience - security in energy supply (less power cuts)	Resilience - security in energy supply (less reliance on	££	High	23/24 - 24/25	Regeneration Team, Climate Team	To Start

				international imports)					
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Cost
£ - £1,000 - £10,000
££ - £10,000 - £100,000
£££ - £100,000+

Carbon impact (tCO2e)
Low - 10s
Medium - 100s
High - 1000s

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EQUALITY IMPACT ASSESSMENT Part 1



Team	Climate	Assessment carried out by	Lucie Bolton	Is this a new or existing strategy/policy/service/procedure?
Service / Policy being assessed	Climate Strategy	Date of Assessment	31.10.23	EXISTING

Initial assessment	
1) What is the aim/ objective of the strategy/policy/service/procedure being assessed?	The Climate Strategy aims to enable, encourage, and accelerate the reduction of greenhouse gas emissions across the district.
2) Who is intended to benefit from it and how?	All residents, businesses, and communities across the district.
3) If your service uses contractors, do you ensure that they comply with the Council's equal opportunities policy and relevant legislation?	n/a
4) Do you know who your service users are by age/ race/ disability/gender etc?	All residents and businesses – LG Inform+ has been used to collate data on users.

<p>5)</p> <p>a) How are service users' views gathered?</p> <p>b) How do you use this information?</p> <p>c) Do you publish the results, and where?</p>	<p>The Climate Strategy is the result of 12 months of engagement with Rother residents, businesses, and community organisations. This engagement has been in the form of presentations, public meetings, attending events, workshops, one-to-one meetings, and email correspondence.</p> <p>This information has been used to inform the Climate Strategy and Climate Action Plan development.</p> <p>A summary of this process has been presented to the Climate Change Steering Group (CCSG) at a meeting that was open to the public. All in-person engagement has been captured in an Engagement Tracker which was also presented to CCSG in public.</p> <p>Results were also discussed throughout the engagement process.</p>
<p>Who will be affected?</p>	
<p>6) Will the impact on people due to their racial group be:</p> <p>a) Positive</p> <p>b) Negative</p> <p>c) Neutral</p>	<p>If positive or neutral: please explain how/why that might be the impact. If negative: please explain how/why AND what steps you are taking to reduce the impact</p> <p>Neutral - The Climate Strategy is designed to enable all residents, businesses, and communities to transition to a low-carbon society.</p>
<p>7) Will the impact on people due to their gender be:</p> <p>a) Positive</p> <p>b) Negative</p> <p>c) Neutral</p>	<p>If positive or neutral: please explain how/why that might be the impact. If negative: please explain how/why AND what steps you are taking to reduce the impact</p> <p>Neutral - The Climate Strategy is designed to enable all residents, businesses, and communities to transition to a low-carbon society.</p>
<p>8) Will the impact on people due to their disability be:</p> <p>a) Positive</p> <p>b) Negative</p> <p>c) Neutral</p>	<p>If positive or neutral: please explain how/why that might be the impact. If negative: please explain how/why AND what steps you are taking to reduce the impact</p> <p>Positive - The Climate Strategy encourages the Council to provide grants to community groups for low-carbon technology including electric vehicles. Adaptations to vehicles can be costly making LZC vehicles harder to access for people with disabilities. The Council's grants will make these vehicles more financially accessible. The Council requires Equalities Impact Assessments as part of the grants application process.</p>

<p>9) Will the impact on people due to their sexual orientation be:</p> <p>a) Positive b) Negative c) Neutral</p>	<p>If positive or neutral: please explain how/why that might be the impact. If negative: please explain how/why AND what steps you are taking to reduce the impact</p> <p>Neutral - The Climate Strategy is designed to enable all residents, businesses, and communities to transition to a low-carbon society.</p>
<p>10) Will the impact on people due to their age be:</p> <p>a) Positive b) Negative c) Neutral</p>	<p>If positive or neutral: please explain how/why that might be the impact. If negative: please explain how/why AND what steps you are taking to reduce the impact</p> <p>Positive - The Climate Strategy acknowledges the negative impact Climate Change can have on the young and very old who are more susceptible to extremes in temperature. The Climate Strategy is designed to ensure those at increased risk are not left behind.</p>
<p>11) Will the impact on people due to their religious or other belief be:</p> <p>a) Positive b) Negative c) Neutral</p>	<p>If positive or neutral: please explain how/why that might be the impact. If negative: please explain how/why AND what steps you are taking to reduce the impact</p> <p>Neutral - The Climate Strategy is designed to enable all residents, businesses, and communities to transition to a low-carbon society.</p>
<p>12) Will the impact on people due to their due to them having dependants/ caring responsibilities be:</p> <p>a) Positive b) Negative c) Neutral</p>	<p>If positive or neutral: please explain how/why that might be the impact. If negative: please explain how/why AND what steps you are taking to reduce the impact</p> <p>Neutral - The Climate Strategy is designed to enable all residents, businesses, and communities to transition to a low-carbon society.</p>
<p>13) Will the impact on people due to them being transgendered or transsexual be:</p> <p>a) Positive b) Negative c) Neutral</p>	<p>If positive or neutral: please explain how/why that might be the impact. If negative: please explain how/why AND what steps you are taking to reduce the impact</p> <p>Neutral - The Climate Strategy is designed to enable all residents, businesses, and communities to transition to a low-carbon society.</p>

<p>14) Will the impact on people due to them being socio-economically disadvantaged be:</p> <p>a) Positive b) Negative c) Neutral</p>	<p>If positive or neutral: please explain how/why that might be the impact. If negative: please explain how/why AND what steps you are taking to reduce the impact</p> <p>Positive – The Climate Strategy acknowledges the negative impact climate change is having on socio-economically disadvantaged people. The Climate Strategy is designed to ensure those at greatest risk are not left behind.</p>
<p>15) Is there any evidence that people from different groups may have different expectations of the areas being assessed?</p> <p>a) Yes b) No</p>	<p>Please explain and provide any existing evidence (either presumed or otherwise):</p> <p>Yes - Results of the 2020 public consultation on the Environment Strategy have shown a range in expectations from the public on the Council’s role in addressing the Climate Emergency. There will be members of the public for whom this Climate Strategy is not ambitious enough and there will be members of the public who think this is not the Council’s responsibility and the Council should not be pursuing this. There is also a large proportion of the population who have more moderate views.</p>
<p>16) Is the policy likely to affect relations between certain groups, for example because it is seen as favouring a particular group or denying opportunities to another?</p> <p>a) Yes b) No</p>	<p>Please explain and provide any existing evidence (either presumed or otherwise):</p> <p>No - There is a strong emphasis on ensuring the transition to a low-carbon society is accessible to all. There will be members of the public who do not agree with the Council’s position to provide access to funding for those who are socio-economically disadvantaged.</p>
<p>17) Is the policy likely to damage relations between any groups and the Council?</p> <p>a) Yes b) No</p>	<p>Please explain and provide any existing evidence (either presumed or otherwise):</p> <p>No - The Strategy is designed to ensure all residents and businesses are supported.</p>
<p>18) Could the differential impact identified in 6-14 amount to there being the potential for negative impacts in this strategy/policy/service/procedure?</p>	<p>Please explain and provide any existing evidence (either presumed or otherwise):</p> <p>No – differential impacts identified are all positive.</p>

19) Can this negative impact be justified on the grounds of promoting equality of opportunity for one group? Or any other reason?	Please explain and provide any existing evidence (either presumed or otherwise): n/a
20) Does this initial assessment identify any negative impacts that you cannot overcome?	If yes, please complete Part 2, Full Assessment No

Signed (Lead Officer): L Bolton

Date: 31.10.23

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Rother District Council

Report to:	Cabinet
Date:	11 December 2023
Title:	Performance Report: First and Second Quarters 2023/24
Report of:	Anna Evett, Corporate Programme, Risk and Improvement Manager
Cabinet Member:	Councillor Jeeawon
Ward(s):	All
Purpose of Report:	To consider the recommendations arising from the Overview and Scrutiny Committee meeting held on 20 November 2023, regarding the Council's Performance Report: First and Second Quarters 2023/24. The report and recommendations arising are reproduced below and the Minutes of that meeting (Appendix C) should be read in conjunction with this report.
Decision Type:	Non-Key
Overview and Scrutiny Recommendation(s):	It be RESOLVED : That the target for processing all types of planning applications be 80%.
Reason for Recommendations:	To ensure the Council's targets are set at realistic and achievable targets.

Background and Introduction

1. In January 2023, this Committee selected a set of measurements in order to shift performance monitoring back towards corporate operations and service delivery. It is important that Members remain assured that the various departments of the Council providing core services are functioning effectively, have sufficient resources, and delivering within expected parameters.
2. As a result, this Committee recommended to Cabinet the selection of 26 KPIs, broken down into eight service areas as listed below:
 - Environmental Health
 - Housing
 - Customer Services
 - Neighbourhood Services
 - Estates
 - Corporate Core
 - Planning Development Management
 - Revenues and Benefits

3. In addition, Members will receive an annual report on the state of the district. This report will be wide ranging and will seek to ensure that Members are kept informed of changes to the profile, demographic, and housing and economic landscape of the district.

Reporting by Exception

4. This year, in order to focus on priorities, the intention is that the narrative concerning performance against target will be by exception. This means a commentary from a Service Manager will be included when the performance is significantly above or below the target.

Exception: Percentage of Scheduled Food Inspections that were Carried Out

5. This measurement is the number of food safety inspections that were completed expressed as a percentage of the inspections scheduled to be completed in that quarter. The target is 90% completed; the result in the first quarter was 81% and in the second quarter it was 79%. By the end of quarter two, 2,128 food premises inspections had been carried out.
6. The introduction of Idox (software) greatly delayed the roll out of the alternative enforcement questionnaires this year. None were sent out in the first quarter because of the introduction of the new Quick Response (QR) code procedure; businesses can use the QR code to complete the on-line form. This is now in place and is working very successfully.
7. There were high numbers of applications for new food business registrations – 59 initial food inspections have been carried out in this time period. These inspections are not part of the planned programme. New business applications are very time intensive and must be done within 28 days of receipt and so slow down the programmed work.
8. Eighty-five complaints were received and investigated about food businesses in this time. Ten enforcement notices were served, and a voluntary closure undertaken.
9. There are the usual pressures of annual leave during the summer months. The Head of Service is confident that performance will get back on track by the end of the year if staffing levels are maintained.

Exception: Percentage of Environmental Health Service Requests Completed on Time

10. This measurement is the number of completed service requests that were completed within the required number of days, expressed as a percentage of all completed service requests. The target is 90%; the result for the first quarter was 88.2% and in the second quarter was 71.04%.
11. Quarter two is the busiest period for the number of pollution complaints. During the third quarter, officers should be able to resolve outstanding cases. Half of

the cases that were not resolved within the target date, were resolved within 10 days of this date.

Exception: Revenues and Benefits - Average calendar days to process a change to an existing Housing Benefit Claim

12. Current performance is not within target and could continue to dip in quarter three due to being 2.5 officers down. This is being addressed, however, recruitment will take time and therefore performance is likely to continue to be affected in the meantime.

Performance Board

13. A Senior Leadership Team led Performance Board was established in July as part of the new Governance arrangements. This sits alongside the (officer led) Risk and Programme Boards to improve performance management, risk management and accountability in the Council. This brings together Heads of Service and relevant Service Managers to discuss performance and service risks collectively and individually across the Council. The individual sessions allow for a detailed look at any issues impacting performance and the collective sessions allow for any cross-cutting issues to be identified.

Recommended Change of Target for Two Planning KPIs

14. A change to the target for major planning applications determined is recommended. The current target is 95% and the proposal is to reduce this to 80%; this is higher than the national target. In this report, the overall target set has been revised for the service to operate at 80% for major development in 13 weeks, pending approval.
15. It is also proposed to change the target for minor housing development determined in eight weeks to 80%. On this basis, the service is currently operating above those set targets.

Office of Local Government's Local Authority Data Explorer

16. The Government has created a new Office of Local Government as part of the Department of Levelling Up, Housing and Communities. This new body is tasked with understanding and supporting local government performance. The intention is to improve data transparency in order to increase accountability.
17. Oflog, as it is commonly called, is in the process of creating the Local Authority Data Explorer. It is a dashboard or [online tool](#) with sets of key measurements selected by Oflog. However, more than half of the current set of measurements do not apply to district councils.
18. The sections for waste management and finance have measurements relevant to district councils. For Members' interest, we have supplied the published data for Rother District Council in Appendix B. Currently, what has been published is limited to the annual figures for 2021/22.

19. Oflog have pledged to add more service areas and expand existing areas 'as the metrics are developed'. Members may wish to consider if they want to monitor the data explorer's development and if they wish to monitor the data it reports. Options might be reporting to this Committee or through the Members' Bulletin.
20. If Members (or residents) are interested in seeing published local government figures as well as a lot of contextual data, there are other publicly available sources. The Local Government Association provides the LGInform website. As Members may be aware, in addition, East Sussex County Council has a data observatory called East Sussex in Figures. These websites have both local government performance and many demographic, economic and environmental statistics relevant to providing services in wards, parishes, districts and county.

Conclusion






21. This report sets our performance against the agreed key performance indicators for the first and second quarters of 2023/24. It includes an update on the Government's approach to council performance.
22. Members are requested to consider the Council's performance and recommend to Cabinet the proposed change to the Planning KPIs, together with any other recommendations for action to Cabinet for consideration.





Other Implications	Applies?	Other Implications	Applies?
Human Rights	No	Equalities and Diversity	No
Crime and Disorder	No	External Consultation	No
Environmental	No	Access to Information	No
Risk Management	No	Exempt from publication	No

Chief Executive:	Lorna Ford
Report Contact Officer:	Joanne Wright
e-mail address:	joanne.wright@rother.gov.uk
Appendices:	A – Summary KPI Table B – OfLog Dashboard on Council performance C – Extract from OSC Minutes
Relevant previous Minutes:	Cabinet 27th February 2023 Overview and Scrutiny Committee 5th June 2023, 4th Quarter Performance 2022/23
Background Papers:	None
Reference Documents:	None







Summary of All KPIs





A summary of the KPI performance is set out in the table below. Performance is compared to the previous quarter result and to the same quarter the previous year. Results that can be prepared monthly are included with the quarter's result.

	Status	Target	Q1	Q2	Commentary
Environmental Health					
E1 - % of scheduled food inspections that were carried out		90%	51%	79%	See paragraph 5 of report.
E2 - % of service requests completed in the required timescale		90%	88.2%	71.04%	See paragraph 10 of report.
Housing					
P 95 H1 - Number of households either prevented (P) from homelessness or relieved (R) from homelessness		30 (quarter) 120 (year)	52: 26 P 26 R	49: 26 P 23 R	Q2 last year = 19(p) 10 (r) Total 29 The rise in number of homelessness cases, as well the complexity of cases, continues to create challenges for the Housing Service. The recent increase in investment into prevention services is having a positive effect and we have seen a 70% increase in homelessness preventions and reliefs compared to the same quarter last year. In particular, the increase in staff assigned to the Rother Tenant Finder Service and specialist Homelessness Prevention Officers doing more intense case work early on in homelessness journey.
H2 - Average cost of placing household in temporary accommodation (TA)		£1,200	£766	£1,154	The measure is a useful way of demonstrating the impact of the acquisition of TA on the average unit cost. In the same quarter last year, the average cost of TA was £1,130 per unit. The 2% reduction in average unit cost is positive, considering the impact of inflation on the cost of provision since Q2 2022. It is important to note that as this is still a relatively new metric, we are developing a means of adjusting how the figures are presented, as due to accounting processes, Q1 presents an artificially low average cost and Q4 an artificially high one.
H3 - Average weeks a household was in temporary accommodation before placement		Not set	23	16	While a reduction in the average number of weeks a household has stayed in TA is positive, the number of households in TA at the end of Q2 was 165, compared to 129 in the same quarter last year. The increase comes despite the positive impact of the recent improvements to the Prevention Service.
Customer Services					




	Status	Target	Q1	Q2	Commentary
<p>C1 - Telephone calls answered by customer services (= sum of answered AND abandoned calls)</p> <p><i>Aim: channel shift towards digital</i></p>		Reduce (baseline year)	11,606	13,181	<p>Calls answered for Q1: 8,535 (74%), Calls Abandoned Q1:3,071 (26%), Calls answered for Q2:8,517 (65%), Calls Abandoned Q2:4,664 (35%).</p> <p>If you compare calls received for 2023/24 Q1 & Q2 total 24787 to the previous year 2022/23 Q1 and Q2 of 35,464 we have received 30% less phone calls.</p> <p>However, our calls answered rate for 2023/24 is 30% higher than the previous Q1 & Q2 of 2022/23 (17,052 compared to 13,032). The same trend is seen in abandonment rates when compared to the previous year 2022/23 Q1 and Q2 figures (17,222 compared to 7,735) and there were 55% less abandoned calls in 2023/24.</p> <p>This is due to better staffing levels than the previous year as sickness and vacant posts attributed to the 2022/23 performance level.</p> <p>More work will be done on the presentation of this data.</p>
<p>C2 - Percentage of enquiries that are resolved on the first contact with customer services</p>		85%	87.53%	85.82%	<p>Our first contact resolution rate is performing as expected with customers receiving assistance when they call us rather than having their call referred to the department for assistance.</p>
<p>C3 - Average call waiting time for the contact centre</p>		Reduce (baseline year)	00:11:57	00:06:33	<p>The average answer time of 9 minutes 19 seconds for 2023/24 Q1 & Q2 compared to 2022/23 Q1 and Q2 of 16 minutes 45 seconds is 7 minutes and 26 seconds less. This indicates better performance. There are still calls that are having to wait an extended time to be answered as the maximum wait time is 50 minutes and 5 seconds for 2023/24 Q1 and Q2. The max wait time is 8 minutes and 50 seconds less than 2022/23 Q1 and Q2 results of 58 minutes and 55 seconds. April 2023 average answer time of 25 minutes and 7 seconds was higher and caused by a combination of sickness, vacant posts and peak council tax contact following annual billing.</p>
<p>C4 - Customers who say they were satisfied when surveyed (annual measurement)</p>		85%	Not due	Not due	<p>This data will be provided in quarter 3.</p>
<p>C5 - Total number of customer contacts to the Council</p> <p><i>Aim: channel shift towards digital</i></p>		Monitor (baseline year)	25,349	23,969	<p>The total contact indicator is a combination of phone calls, emails, face to face, web, self-service and our chat bot 'Aimee.'</p> <p>Below is a breakdown of each contact for Q1 and Q2.</p> <p>Total Contact Q1 25,349</p> <p>Phone calls answered Q1:8535, Face to face contact Q1:1,765, Email Contact Q1: 1,775, Web self-service Q1:10,113, Aimee Chat bot Q1: 2,758, Other Contact Q1: 403</p>

	Status	Target	Q1	Q2	Commentary
					<p>Total Contact Q2 23,969 Phone calls answered Q2:8,517, Face to face contact Q2:2,257, email Contact Q2: 1,972, Web self-service Q2:8,551, Aimee Chat bot Q2: 2,367, Other Contact Q2: 305 (other contact includes letters, back office generated work and outreach contact.)</p> <p>Looking at the contact breakdown of digital methods versus traditional method, digital contact makes up of 56% of our contact compared to 44% traditional methods. Traditional methods of contact for Q1(10,703) and Q2 (11,079) total: 21,782 Online/digital contact for Q1 (14,646) and Q2 total (12890):27,536.</p>
Neighbourhood Services					
N1 - Missed bins per 100,000 collections	✔	62	24	30	The number of missed bin collections is a Biffa contractual requirement. Effective contract management supports the continued positive performance.
N2 - Percentage of public land found with unacceptable levels of litter when surveyed	✔	2.5%	n/a	1%	The % level of litter visible on roads is a Biffa contractual requirement and is assessed on a triannual basis by an independent contractor – Q2 figure as of July 2023.
N3 - Percentage of public land found with unacceptable levels of detritus when surveyed	✔	7%	n/a	8%	The % level of detritus visible on roads is a Biffa contractual requirement and is assessed on a triannual basis by an independent contractor – Q2 figure as of July 2023. The result for the 1st triannual is above target but an improvement on previous year of 9%.
N4 - Fly tips recorded each month, cleared from public land (number)	✔	69	62	57	Fly tips peaked at an average of 91 per month in 2021/2022 and have been reducing gradually ever since, helped more recently by the appointment of National Enforcement Solutions (NES) and the closure of bring sites.
N5 - Fly tip fines issued (number)	✔	Monitor	17	7	The use of Fixed Penalty Notices appears to be working to prevent fly tips. NES had staff shortages at the beginning of the year, but this is improving.
Estates					
E1 - Income from all assets	✔	£2,375,310 (original figure of £2,429,510 reduced by £54,200 as Amherst Rd reclassified as not	£2,408,642	£2,459,032	There is a positive variance overall at Q2 compared with the original budget of (£84k) and an improvement from Q1 of (£50k). While the Council has lost the income from the East Sussex County Council vacating the second floor of Amherst Road, the tenant at 35 Beeching Road is still in place as they have experienced delays in moving to a new site. These factors, coupled with some positive rent reviews, have resulted in the additional income.

	Status	Target	Q1	Q2	Commentary
		investment property)			
Corporate Core					
CC1 - % of freedom of information requested answered in 20 days		95%	87%	96%	Q1 performance slightly dipped below the 20 working days due to several complex FOIs requiring a time extension to complete the requests (this was due to the amount of information required and the need for legal advice.) Whilst the 20 working day response time is a statutory requirement, we were able to seek additional time based on the type of request received. Therefore, we fully complied with our statutory duty in terms of response time.
Planning Development Management					
P1 - Percentage of major development applications determined in 13 weeks or agreed extension		80% (original target 95% but recommend to change)	100%	100%	Exceeding national target. The service handled a total of 707 applications with 412 decisions issued; and 98% of the decisions at delegated level.
P2 - Percentage of minor development applications determined in 8 weeks or agreed extension		80% (original target 95% but recommend to change)	81%	92%	Exceeding national target. Staff leaving and the inability to recruit into those positions in a timely manner has impacted performance. There is also the issue of outdated software which means more time is taken to complete tasks that can be automated using modern software, in particular to validating applications in timely manner and moving it along the process in timely successions.
P3 - Major development planning appeals allowed by the Planning Inspector		10%	Nil*	Nil*	Exceeding government target. The target is set at 10% of major and non-majors decisions overturned (i.e., refusals allowed) on appeal. Currently our figures are 27% allowed and 73% dismissed (where PINs upholds our refusal.)
P4 - Minor development planning appeals allowed by the Planning Inspector		30%	18%	23%	There is no separation for major or non-majors, the set target is a combination of both - see above.
P5 - Total number of PS1 and PS2 planning applications (live cases)		349	284	294	This is an upward trend although nationally there has been a decline in application numbers, due to external factors such as the cost-of-living crisis, economy, and cost of borrowing.
Revenues and Benefits					

	Status	Target	Q1	Q2	Commentary
RB1 - Percentage of council tax owed for the year that has been collected		Yr: 98.3%	30.02% (quarterly target 29.81)	57.1% (quarterly target 57.13)	Quarterly target based on previous year's results. (2022/23) Q1 29.81, Q2 57.13, Q3 81.13 Q4 98.30. Collection is becoming more challenging, resulting in performance being slightly down as a percentage of collectable debit, compared to the same period in 2022/23. Although, in pure monetary terms, an additional £2.8m has been collected over Q1 and Q2 compared to the same period last year. Collection will continue to be closely monitored.
RB2 - Percentage of business rates owed for the year that have been collected		Yr: 98.3%	29.38% (quarterly target 29.71)	58.62% (quarterly target 59.17)	Quarterly target based on previous year's results. (2022/23) Q1 29.71, Q2 59.17, Q3 84.57 Q4 98.30. The Business Rates collection is also challenging, resulting in collection being down as a percentage of collectable debit compared to the same period in 2022/23. However, with the number of different reliefs available to businesses over the past few years, it is difficult to compare collection year on year.
RB3 - Average calendar days to process a new housing benefit claim		20	20.29	19.06	Current performance is within target; however, performance could dip in Q3 due to being 2.5 FTEs (full time equivalent) down. This is being addressed; however, this will take time and therefore performance is likely to be affected in the meantime.
RB4 - Average calendar days to process a change to an existing housing benefit claim		14	9.18	16.65	See paragraph 12 of report.

Key:

Performance on target or better than target  Performance not on target and getting worse 
Performance not on target but improving towards target 

n/a = not applicable, such as not measured at this frequency

* There were no planning appeals for a major housing development from April to September. We cannot report any figures.

Oflog Dashboard

	2021/22 Result	CIPFA* Nearest Neighbours Median	England Median
Waste and Recycling			
Household waste sent for reuse, recycling, composting as % of collected	46.5%	46.97%	41.9%
Residual households waste average kilograms collected per household	469.8	430.1	502.4
Household recycling contaminated rate	2.81%	3.83%	5.6%
Finance			
Reserves (unallocated or non-ringfenced) as a proportion of what the Council spends on services (net revenue expenditure)	67%	142.7%	150.9%
Non-ringfenced reserves as a proportion of service spend	70.3%	154%	131.5%
Total core spending power per dwelling	£233.88	£227.19	£242.49
Level of Band D Council Tax rates paid to local services (excluding parishes)	£207.10	£181.77	£192.04
Council Tax revenue per dwelling (average charge per dwelling)	£1,783.07	£1,688.33	£1,555.61
Debt servicing as percentage of core spending power	5.7%	6.6%	9.9%
Total debt as percentage of core spending power	218.6%	133.3%	500.4%

Note: only information published for Rother District Council has been included in this appendix.

* CIPFA refers to the Chartered Institute of Public Finance and Accountancy, the professional body for people working in public finance.

CIPFA creates groups of similar local authorities termed 'nearest neighbours', based on a range of criteria, to help local authorities make reasonable comparisons. Relevant factors include being a borough or district council, similar population size, rural against urban and so on. Geographic location is not a factor and most of the authorities are from other regions in the country. The term neighbour does not refer to other authorities in Kent and Sussex, but how similar the district is to Rother.

Median is the figure that appears at the halfway point or the middle of any sequential list of figures. It is often a similar number to the average, but the figure is not calculated the same way. Using median removes the risk of an average being distorted by outliers in the data, especially extreme outliers. A good example is where using the average income for an area can be raised by just a few people having a multi-million income and disguising a more accurate portrait of the general population. Using median means a more accurate representation that half of the residents earn less and half of the residents earn more. For example, in Rother in 2021 the average gross annual earnings for all residents was £30,171 but the median gross annual earnings were £22,401.

Minutes of the Overview and Scrutiny Meeting – 20 November 2023**OSC23/36. PERFORMANCE REPORT: FIRST AND SECOND QUARTERS
(5) 2023/24**

Consideration was given to the report of the Corporate Programme and Improvement Manager on the Performance Report of the First and Second Quarters 2023/24. Members were given the opportunity to scrutinise progress towards corporate operations and service delivery and make any necessary recommendations to Cabinet for future service delivery.

A summary of the Council's performance against the selected 26 Key Performance Indicators (KPI) broken down into eight service areas was included at Appendix A to the report. Performance was compared to the previous quarter result and to the same quarter the previous year.

Environmental Health: During quarters one and two, both measures had not met their target (Percentage of scheduled food inspections that were carried out; and Percentage of service requests completed in the required timescale).

Housing: During quarters one and two, all measures had met their target (Number of households either prevented from or relieved from homelessness; Average cost of placing household in temporary accommodation (TA); and Average weeks a household was in TA before placement). Officers advised that verbal updates could be provided at future meetings concerning further property acquisitions for TA. The Council was on target to reach 50 units by the end of the financial year and a report would be taken to Cabinet in due course to request further funding to acquire more units. The property acquisition target would then be increased accordingly.

Customer Services: During quarters one and two, one measure was not on target but improving (Telephone calls answered) and three measures had met their target (Percentage of enquiries that were resolved on the first contact; Average call waiting time; and Total number of customer contacts to the Council).

Neighbourhood Services: During quarters one and two, all measures had met their target (Missed bins per 100,000 collections; Percentage of public land found with unacceptable levels of litter when surveyed; Percentage of public land found with unacceptable levels of detritus when surveyed; Fly tips recorded each month, cleared from public land; and Number of fly tip fines issued).

Estates: During quarters one and two, the measure met its target (Income from all assets).

Corporate Core: During quarters one and two, the measure met its target (% of freedom of information requested answered in 20 days).

Planning Development Management: During quarters one and two, all measures had met their target (Percentage of major development applications determined in 13 weeks or agreed extension; Percentage of minor development applications determined in eight weeks or agreed extension; Major development planning appeals allowed by the Planning Inspector; Minor development planning appeals allowed by the Planning Inspector; and Total number of PS1 and PS2 planning applications).

Revenues and Benefits: During quarters one and two, two measures had met their target (Percentage of council tax owed for the year that had been collected; and Average calendar days to process a new housing benefit claim), one measure was improving towards its target (Percentage of business rates owed for the year that had been collected) and one measure had not met its target (Average calendar days to process a change to an existing housing benefit claim).

In order to focus on priorities, the narrative concerning performance against target was now reported by exception and a commentary from the relevant Service Manager included when the performance was significantly above or below the target. Two Service Area commentaries were included for Members' information:

Environmental Health:

Percentage of Scheduled Food Inspections that were Carried Out: the target was 90% completed; the result in the first quarter was 81% and in the second quarter was 79%. By the end of quarter two, 2,128 food premises inspections had been carried out, the introduction of Idox (software) had greatly delayed the roll out of the alternative enforcement questionnaires, there were high numbers of applications for new food business registrations which slowed down the programme of work, 85 complaints had been received and investigated concerning food businesses and there were the usual pressures of annual leave during the summer months. The department was currently fully staffed, but there had been additional Health and Safety accidents to deal with, causing further impact.

Percentage of Environmental Health Service Requests Completed on Time: the target was 90%; the result for the first quarter was 88.2% and in the second quarter was 71.04%. Quarter two had been the busiest period for the number of pollution complaints; officers would be able to resolve outstanding cases during quarter three.

Revenues and Benefits:

Average calendar days to process a change to an existing Housing Benefit Claim: current performance was not within target and could continue to dip in quarter three due to being 2.5 officers down. This was being addressed, however recruitment would take time and therefore performance was likely to continue to be affected in the meantime.

A Senior Leadership Team led Performance Board was established in July as part of the new Governance arrangements. This sat alongside the (officer led) Risk and Programme Boards to improve performance management, risk management and accountability in the Council. The Board brought together Heads of Service and relevant Service

Managers to discuss performance and service risks collectively and individually across the Council.

Members were asked to consider recommending a change to the target for major planning applications determined. The current target was 95% and the proposal was to reduce this to 80%, which was higher than the national target. Members were also requested to consider a change to the target for minor housing development determined in eight weeks to 80%; on this basis, the service was currently operating above those set targets.

Members were happy to recommend that Cabinet give consideration to both targets being amended accordingly; performance should not fall below 80%, the baseline minimum where customers do not experience a significant delay.

The Government had created a new Office of Local Government (Oflog) as part of the Department of Levelling Up, Housing and Communities, tasked with understanding and supporting local government performance. It was in the process of creating the Local Authority Data Explorer, a dashboard or online tool with sets of key measurements. The sections for waste management and finance had measurements relevant to district councils and the published data for Rother District Council was attached to the report for Members' information. Future updates would be colour coded to indicate how the Council's performance compared to the other published data.

RESOLVED: That:

- 1) Cabinet be requested to agree that the target for processing all types of planning applications be 80%; and
- 2) the report be noted.

Rother District Council

Report to:	Cabinet
Date:	11 December 2023
Title:	Local Nature Recovery Strategy
Report of:	Jeff Pyrah, Planning Policy Manager
Cabinet Member:	Councillor Prochak
Ward(s):	All
Purpose of Report:	To obtain delegated authority Rother District Council's comments to be made at key stages to the East Sussex County Council in the preparation of East Sussex and Brighton & Hove Local Nature Recovery Strategy.
Decision Type:	Key
Officer Recommendation(s):	It be RESOLVED: That the Director – Place and Climate Change, in consultation with the Portfolio Holder for Planning be granted delegated authority to submit responses to East Sussex County Council at key stages in the preparation of the East Sussex and Brighton & Hove Local Nature Recovery Strategy.
Reasons for Recommendations:	To ensure that Rother District Council fulfils its role in the preparation of the East Sussex and Brighton & Hove Local Nature Recovery Strategy.

Introduction

1. Local Nature Recovery Strategies were introduced through the Environment Act 2021. One is to be produced for each of 48 strategy areas, to provide coverage for the whole of England. In our area, the 'Responsible Authority', with a legal duty for producing the Local Nature Recovery Strategy (LNRS), is East Sussex County Council (ESCC). The LNRS will cover both the ESCC and Brighton & Hove City Council (B&HCC) administrative areas.
2. Rother District Council (RDC) is a 'Supporting Authority' under the LNRS regulations, as are all the District and Brough Councils in East Sussex, B&HCC and Natural England (NE). The Responsible Authority (ESCC) must involve the Supporting Authorities in the preparation of its LNRS.
3. East and West Sussex County Councils are working jointly on the preparation of their LNRSs and have set up a Sussex-wide Supporting Authorities Group (SAG) which meets monthly. The Planning Policy Manager is a member of SAG and he is also a member of the Sussex LNRS Working Group, a wider-stakeholder group that includes landowners and environmental organisations.

Analysis

4. The legal duty to prepare a LNRS was introduced through the Environment Act 2021.
5. LNRS is a new concept nationally and, although pilot studies have been undertaken (funded by the Department for Environment Food & Rural Affairs (Defra)), the form and content of the LNRS is not clearly established. It must respond to the requirements set out in the Act, relevant regulations and accompanying guidance. Under the Act, each LNRS must include:
 - a statement of biodiversity priorities for the LNRS area (including a description of the area's biodiversity and the opportunities for recovering or enhancing biodiversity); and
 - a local habitat map (or maps) covering the whole LNRS area identifying national conservation sites, nature reserves and other areas which are, or could become, of particular importance for biodiversity.
6. The three key workstreams for the LNRS's preparation are data gathering, description of nature and priorities, and stakeholder engagement.
7. In April 2023, the Government published regulations which set out the legislative procedure for preparing a LNRS. In July 2023, DEFRA confirmed ESCC as the 'Responsible Authority' for preparing a LNRS to cover the administrative areas of ESCC and B&HCC.
8. Under the LNRS regulations, RDC is a 'Supporting Authority' along with the other District and Borough Councils in East Sussex, B&HCC and NE.
9. The Responsible Authority is required to involve the Supporting Authorities in the preparation of the LNRS and in Sussex a robust process has been set up, that involves monthly briefings from the lead County officers to the SAG and the creation of a 'Working Group' which also meets monthly. The Planning Policy Manager is a member of both groups.
10. Under the regulations, at two key milestones, described in the regulations as 'pre-consultation' and 'pre-publication', each Supporting Authority will be requested to confirm in writing to ESCC, within 28 days, that they are content, based on the 'consultation' or 'final' draft version of the LNRS provided, for the process to proceed.
11. Given the limited time periods (28 days) defined in the regulations, it is necessary for the decision on how to respond to the Responsible Authority to be delegated to the Director – Place and Climate Change, in consultation with the Portfolio Holder for Planning. It would not be possible for the decision to be made through our programmed committee structure given the lead in periods and the uncertainty over when the Responsible Authority would commence each 28-day period. It is understood that all the Supporting Authorities are setting up delegated authority approval to respond to the requirements of the regulations.

12. It is currently anticipated that ESCC will provide RDC with their pre-consultation draft version of the LNRS in February 2025 and their pre-approval final draft version in Summer 2025. If there are no formal objections from Supporting Authorities to the LNRS at either stage, it is anticipated that public consultation on the draft LNRS will take place in February/March 2025 and that ESCC will publish the LNRS in Summer 2025. However, please note, that there are external factors during the latter stages of the project such as ESCC elections (May 2025) and likely national elections that will influence the strategy completion date, therefore all timings are subject to confirmation by the Responsible Authorities.
13. The LNRS SAG and Working Group will both continue to meet monthly throughout the process to contribute to the preparation of the LNRS.

Options

14. The alternative would be to hold an additional 'urgent Cabinet meetings' as and when required for any specific actions in relation to each stage of the preparation of the LNRS.

Conclusion

15. The preparation of LNRS is a new mandatory requirement under the Environment Act 2021. Responsible Authorities charged with preparing the LNRS have been confirmed and ESCC will produce the LNRS covering the geographical areas of ESCC and B&HCC. RDC is a Supporting Authority and will input to the LNRS as it affects the RDC administrative area. Delegated authority is sought for the Director – Place and Climate Change, in consultation with the Portfolio Holder for Planning, to agree and submit responses (including the power to object) to ESCC, at key stages in the preparation of the East Sussex and B&HCC LNRS.

Financial Implications

16. Of delegating authority – none.
17. Of the LNRS - The Planning Policy Manager's time to collaborate and contribute to the production of the LNRS, including undertaking the recommendation in this report, is within the existing service budget. Partnership working across local authorities already takes place through the Sussex Wide Local Authority Network and it is not envisaged that undue officer time would be required.

Legal Implications

18. Of delegating authority – none.
19. Of the LNRS - The Environment (Local Nature Recovery Strategies) (Procedure) Regulations 2023 (SI 2023/341), sets out the legislative procedure for preparing a LNRS. This is a mandatory requirement for the Responsible Authority. RDC is a 'Supporting Authority' for the purposes of the 2023 Regulations. It has two chances to convey any concerns about the draft strategy to the Responsible Authority - one pre-consultation and one pre-approval, both before final publication of the Strategy. Either option could bring

in the Secretary of State to proceedings. By contributing to the LNRS for East Sussex, RDC will seek to ensure that its views and representations are taken into account in the final LNRS.

20. All public authorities have a duty to conserve and enhance biodiversity and must 'have regard' to relevant local nature recovery strategies in the process.

Human Resources Implications

21. None.

Environmental and Sustainability

22. Of delegating authority – none.
23. Of the LNRS - The production of an LNRS will have a positive impact on biodiversity and nature renewal through setting the baseline, identifying significance, and targeting action. The National Planning Policy Framework (2023) advises that Local Nature Recovery Strategies should be used by plan-makers to inform the way the Plans protect and enhance biodiversity.

Equalities and Diversity

24. Of delegating authority – none.
25. Of the LNRS – consultation on the LNRS will be carried out by ESCC, with a strategy being created that targets a wide range of stakeholders. Increasing biodiversity and nature recovery has health and wellbeing benefits for all sections of our community and the early work on the LNRS recognises this role.

Other Implications	Applies?	Other Implications	Applies?
Human Rights	No	Equalities and Diversity	Yes
Crime and Disorder	No	Consultation	No
Environmental	Yes	Access to Information	No
Sustainability	Yes	Exempt from publication	No
Risk Management	No		

Chief Executive:	Lorna Ford
Report	Jeff Pyrah
Contact Officer:	
e-mail address:	Jeff.pyrah@rother.gov.uk
Appendices:	None
Relevant Previous Minutes:	None
Background Papers:	None
Reference Documents:	None

Rother District Council

Report to: Cabinet

Date: 11 December 2023

Title: Planning Software Funding

Report of: Kemi Erifevieme, Development Manager, Mark Adams, Head of Digital and Customer Services and David Wharton, Digital Services Manager (Report Authors)

Cabinet Member: Councillor Prochak

Ward(s): Whole administrative area for Rother District Council as Local Planning Authority (LPA)

Purpose of Report: To seek approval of funding for the replacement of existing antiquated software for the Planning Service. Including associated hardware required to support the new software. Including fund/budget for a dedicated Project Officer to oversee the project which will ensure implementation runs to timescales.

Decision Type: Key

Officer

Recommendation(s): **Recommendation:** It be **RESOLVED:** That

- 1) the capital funding requirement to procure and implement the new planning software of £359,000 be noted, to be funded from the Invest to Save budget within the approved capital budget; and
- 2) the Head of Digital and Customer Services be granted delegated authority to take all decisions in relation to the implementation of the new planning service software in consultation with the Cabinet Portfolio Holder for Digital Transformation and Customer Services.

Reasons for**Recommendations:**

Ocella is the current software that the Planning Service uses to undertake its function as a Local Planning Authority (LPA) as well as support functions. The software providers have stated that they are disbanding the business and will not be able to support the system by the end of 2027. As such, this provides an opportunity for the Service to consider other solution providers to; source out modern software solution; allow more automation of tasks; improve the function of the service in line with the Government's White Paper requiring all LPAs (indeed Councils) to engage in digital technology in undertaking its functions/duty.

Introduction

1. This report seeks to set out the current position for the Planning Service's key software/technology for carrying out its functions as a Local Planning Authority (LPA). The exiting software 'Ocella' was implemented in the late 1980s and has been supported as best as possible by the owners/providers of the system.

Although the support and updates enabled adequate function to support the service, it also does not support full automation, which means many of the tasks within the process has to be undertaken manually and outside of the system.

2. The full automation of the antiquated system going forward is further compounded by the news from the solution providers that they will be packing up the business in the next three years and support beyond this period will no longer be possible.
3. As such, the current position provides an opportunity for the service to review its processes and tasks and seek an appropriate solution provider to support its function with particular emphasis on full automation which is lacking in the current system.
4. The report will explain the necessity for a new solution to be sourced, requirement for a dedicated project officer (on a fixed term contract basis), the risk of doing nothing or waiting to the end of the shelf life of current system.
5. There is potential to consider utilising the Department for Housing, Levelling Up and Communities' (DHLUC) Open Digital Project fund (which RDC has applied to become partners in the next round which comes with funding), to undertake a comprehensive digital health check of the service which will include looking into our data and its management. Data management is a massive part of any digital solution and how ready the Council's data is for incorporating into the new software will be extremely important to how fully well any solution (we decide on) is fully integrated and serves purpose. The fund, if successful, will be useful in undertaking this key project.

Analysis / Details of the proposals

6. To review position of:
 - current held data;
 - digitisation;
 - process/task automation;
 - public access;
 - customer facing;
 - information sharing;
7. In addition to the above, the readiness of the LPA to align with the Government's ambition to improve information sharing amongst councils and LPAs.
8. A soft market test has been undertaken in addition to meetings with the East Sussex Procurement Hub. So far, the following potential solution providers have been sourced and request to demonstrate what/how they can support our function:
 - DHLUC Open Digital (Plan X; BOPs);
 - Idox Cloud;
 - Agile Ai (can only support part of functionality);
 - DEF – scheduled demonstration;
 - Civica – Scheduled demonstration.
9. A preferred solution provider is Idox Cloud, for the following reasons:

- module used in Council at present
- over 70% of LPAs currently use this solution in one form;
- supported and integrates with Open Digital Planning solutions*;
- supports information sharing;
- cloud based product – in line with current modern solutions and supports easier access, mobile working, resilience, security, and decreased maintenance requirements;
- cost lower than existing system and overall cost saving;
- quick and easier implementation.

Options

10. There are no other options considered – aside from above. The ‘do nothing’ is not necessarily an option. The risk with that is not meeting our duty or function as an LPA and also data handlers.
11. The risk to the Service will be **significant** in its operational function:
 - Failure to meet national targets for planning applications and appeals, can result in intervention from the Government (as a failing LPA);
 - Loss of data (data uploads etc) – no back up;
 - Slow inaccessible system – no support;
 - Updates – no support;
 - Poor public access;
 - Inadequate information sharing;
 - Risk of system failure;
 - Increase in complaints.
12. There are moderate risks in terms of resource where more tasks will have to be undertaken by staff, this risk is moderate in the shorter term and could be significant in the longer term.

Conclusion

13. In summary, it is essential to the Planning Service as the LPA in carrying out of its duty in that capacity to ensure that the operations (processes and tasks) within the function are carried out within statutory time. Many of the processes are also subject to nationally set targets for those operations to be undertaken. Continuous failure of an LPA to meet the national targets for planning application decisions (major, minor/others and appeals) can result in the Government putting an intervention in place for that failing authority.
14. It is recommended that a new software is implemented before the current one becomes disbanded to avoid serious risk of service failure in its operational duties, which could result in the LPA being placed on intervention by the Government.

Implications

Financial Implications

15. The revenue costs of our current system Ocella have been £300k over the last 5 years, averaging £60k pa. The maintenance and licensing costs of the Idox solution total £200k over 5 years equating to £40k pa. Moving to the new

system would therefore result in a £20k annual revenue saving. The revenue costs are already built into the current budget.

16. The estimated capital costs for the new solution total £359k as detailed within Appendix 1 (please note this figure is based on Idox Cloud being the preferred solution provider). At present this requested capital budget would be in addition to existing capital funds allocated to the Digital Transformation (DT) programme. Alternatively however the DT budget could be accessed for this project while the wider Digital Strategy is still being delivered.

17. The £359k capital budget includes the following;

- Set up and implementation £84k
- Project management (18 months) £70k (with a 28% tolerance)
- Software development/integration/data transfer £100k
- Additional hardware costs (TBC) £45k
- Contingency (20%) £60k

18. Other unforeseen costs have not been identified in this report although provision has been made at this stage for a 20% contingency. A full Business Plan will be necessary to support the project initiation which will be comprehensive.

Cost-Benefit Analysis

Cost/Benefit	Staff	Customer	Stakeholder
Expected Outcome	Improved efficiency Reduction in waste Reduction in time undertaking tasks within processes Eliminate duplication of tasks within processes Significant reduction in time to undertake tasks within processes Increased automation Reduction in errors/mistakes Improved customer facing Reduction in complaints Improved data management Time management efficiency Improved staff morale Cloud hosting system requires less maintenance by IT staff Easier access for staff and end users Improved integration with other systems (website, GGP) Data migration	Improved management of customer expectation Improved customer satisfaction Improved front loading of information Clearer messaging and requirement Quick access to information Automation of information Reduction in complaints Quality of information Improved data management Reduced customer contact Improved web interface for customers and stakeholders	Service performance
Cost of Software	Staff	Customer	Stakeholder
Associated cost	Software including installation Associated hardware Material cost Overhead	Data cleansing Associated product to improve public access	Access to data

		Public facing access to information - Plan X	
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Legal Implications

19. None identified.

Human Resources Implications

20. No significant implication however this project would require a dedicated PM for a minimum duration of 18 months to oversee the inception to implementation of the project. Salary implication for a dedicated PM should be factored into the project at circa £47,500* per annum (public sector) for a minimum duration of 18 months.

Other Implications

21. Access to information implications will be to data management and ensuring that information is accessible at all times and in all relevant format to meet the Government Accessibility/data management requirement. This is moderate potential implication.

22. Risk management implications. This can be assessed by a competent Project Manager which is a recommendation for this project.

Other Implications	Applies?	Other Implications	Applies?
Human Rights	No	Equalities and Diversity	No
Crime and Disorder	No	Consultation	No
Environmental	No	Access to Information	Yes
Risk Management	Yes	Exempt from publication	No

Chief Executive:	Lorna Ford
Report Contact Officer:	Kemi Erifevieme
e-mail address:	Kemi.erifevieme@rother.gov.uk
Appendices:	1 – Financial Information 2 – Survey
Relevant Previous Minutes:	N/A
Background Papers:	*Information on Project Manager salary taken from APM Survey (2022)
Reference Documents:	N/A

Financial Information

Ocella Costs (revenue only)

2022	£70k
2021	£57k
2020	£60k
2019	£59k
2018	£55k

Total 5-year costs (2018 – 2022): £300k

Average annual cost: £60k

Idox total cost of ownership over 5 years

	£000
Revenue costs	
Maintenance and licensing (£40k pa x 5 years)	200
Total revenue costs	200
Capital Costs	
Set up and implementation	84
Project management costs (18 months)	70
Software development, integration and data transfer	100
Additional hardware costs (estimated)	45
Contingency (20%)	60
Total capital costs	359
Total cost of ownership over 5 years	559

DEF (MasterGov) projected costs

Set-up and Implementation: £29k

Annual Maintenance and Licensing:

Y1: £74k

Y2: £77k

Y3: £81k

Y4: £84k

Y5: £87k

Total 5 year costs: £432k

(Solution used by Wealden District Council)

Survey of Planning Solution used by LAs in Southeast - July 2023

Authority	Jul-23	System Analysis	Number	Percentage
Adur-Worthing	Idox	Idox	28	71.8%
Arun	Ocella	Civica	3	7.7%
Ashford	x	Ocella	3	7.7%
Brighton & Hove	Idox	Salesforce	3	7.7%
Canterbury	Idox	DEF	1	2.6%
Chichester	Idox	NEC M3	1	2.6%
Crawley	x	Unknown	3	7.1%
Dartford	Idox			
Dover	Idox			
East Hampshire	Idox			
Eastbourne	Civica			
Eastleigh	Salesforce			
Elmbridge	NEC M3			
Fareham	Ocella			
Folkestone & Hythe	Salesforce			
Gosport	Idox			
Gravesham	Idox			
Guildford	Idox			
Hart	Idox			
Hastings	Idox			
Havant	Idox			
Horsham	Idox			
Lewes	Idox			
Maidstone	Idox			
Medway	Idox			
Mid Sussex	Idox			
Mole Valley	x			
Rother	Ocella			
Sevenoaks	Idox			
South Downs National Park	Idox			
Spelthorne	Idox			
Surrey Heath	Idox			
Swale	Idox			
Tandridge	Salesforce			
Thanet	Idox			
Tonbridge & Malling	Idox			
Tunbridge Wells	Idox			
Waverley	Civica			
Wealden	DEF			
Winchester	Idox			
Woking	Idox			
Wokingham	Civica			

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Rother District Council

Report to:	Cabinet
Date:	11 December 2023
Title:	Street Naming and Numbering Policy
Report of:	Mark Adams, Head of Digital and Customer Services and David Wharton, Digital Transformation Manager
Cabinet Member:	Councillor Byrne
Ward(s):	All
Purpose of Report:	To present the revised Street Naming and Numbering Policy at Appendix A and recommend its adoption to Council.
Decision Type:	Key
Officer Recommendation(s):	Recommendation to COUNCIL: That the revised Street Naming and Numbering Policy be approved and adopted.
Reasons for Recommendations:	To strengthen the current policy and provide clearer explanation and guidance.

Introduction

1. The purpose of a Street Naming and Numbering Policy (SNN) is to bring clarity to the mechanism for how Rother delivers this service. The last policy review was over three years ago (July 2020). The proposed changes are required to strengthen the policy and to make it more user friendly and improve the guidance, particularly for developers and how they apply for a name and numbering scheme. The revised Policy is attached at Appendix A.

Analysis / Details of the proposals

2. The main adjustments to the SNN Policy are:
 - a) tightening up to the policy's wording and clearer examples with diagrams;
 - b) revised explanations on how our processes work;
 - c) additions to approved suffixes for street names;
 - d) updated the fees and charges information; and
 - e) a clearer and comprehensive explanation for developers around the process to apply for a name and numbering scheme.
3. The draft SNN Policy has been revised to incorporate these changes.
4. In addition to the suggested improvements to the SNN Policy, we are also looking to implement an automated engagement process to make applicants

aware of when they need to engage with the street name and numbering team following submission of their planning application. Many applicants encounter issues around the connection of utilities and services if they do not have an official address registered. The frustration around this is then projected on to the SNN officer and leads to demand pressure. These communication enhancements will also seek to confirm receipt of a SNN application and when this has been completed. It is hoped these combined improvements will help better inform the customer, increase satisfaction with the service but also reduce the demand burden to staff.

Conclusion

5. It is recommended that the revised SNN Policy be approved and adopted by Council.

Implications

Financial Implications

6. None identified.

Legal Implications

7. Council policy and operating practices will be amended.

Human Resources Implications

8. None identified.

Other Implications	Applies?	Other Implications	Applies?
Human Rights	No	Equalities and Diversity	No
Crime and Disorder	No	Consultation	No
Environmental	No	Access to Information	No
Risk Management	No	Exempt from publication	No

Chief Executive:	Lorna Ford
Report Contact Officer:	David Wharton, Digital Transformation Manager
e-mail address:	David.wharton@rother.gov.uk
Appendices:	Appendix A – Draft Street Naming and Numbering Policy
Relevant Previous Minutes:	CB20/19
Background Papers:	None
Reference Documents:	None



STREET NAMING AND NUMBERING POLICY

November 2023

Rother District Council
Town Hall
London Road
Bexhill
East Sussex
TN39 3JX

www.rother.gov.uk/SNN

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For all enquiries, please visit www.rother.gov.uk/SNN.

This Policy can be made available in large print, Braille or in another language upon request.

1. INTRODUCTION

- 1.1. The address of a property is an important issue; The Emergency Services, including the Police, Fire and Ambulance Services, and the public need an effective way of locating and referencing properties.
- 1.2. The naming and numbering of streets and buildings in Rother District is controlled by Rother District Council (RDC) under The Public Health Act 1925, Sections 17 - 19. This makes RDC the Addressing Authority for the district. No other body has addressing powers.
- 1.3. This Policy guides RDC in exercising its responsibilities for:
 - Street naming
 - Property numbering
 - Address changes
- 1.4. The remit for this role rests with the Street Name and Numbering (SNN) Officer who has delegated authority to make decisions and implement this policy on behalf of RDC.
- 1.5. The process of street naming usually occurs after planning permission has been approved for developments which involves the creation of a new road(s) and the erection of a new building(s) which require a postal address.
- 1.6. Developers, residents, and customers wishing to change the name of their property or seeking an address for a new property need to apply online following the procedures detailed in this policy. The same applies to those who wish to confirm the street numbering of properties within Rother District.
- 1.7. RDC will ensure that everyone receives the same level of service, based solely on relevant factors and taking individual needs into account. All Council Officers and customers must be treated with courtesy and respect.
- 1.8. The decisions made under previous versions of this policy do not set precedents for new decisions which will be governed by this policy.
- 1.9. The Council will decide on any circumstance not explicitly covered by this policy based on industry standard definitions and norms, and widely accepted best practice for Local Authority Street Name and Numbering.

2. STREET NAMING

2.1. Street Naming Procedures for New Developments

- 2.1.1. Developers are encouraged to propose their own street names for new developments along with the reasons for choosing those names. Proposed street names must adhere to the criteria outlined in Section 2.2 below.
- 2.1.2. Developers should start the street naming process soon after planning permission is granted by consulting the SNN Officer, who will decide on the number of streets which will be created by the Development. The process should be started no later than when Building Regulations are sought, or an Approved Inspector Notice is issued.
- 2.1.3. Developers must also consult with the relevant Parish or Town Council (PTC) on any proposed street names and will be required to provide evidence that the views of the relevant PTC have been sought. If a PTC does not respond within one month of their views first being sought, then the street naming process will continue without their involvement. See Appendix C for guidance to PTCs and developers on street naming consultations.
- 2.1.4. Developers should include at least one additional street name when proposing a new street name in case the preferred name is not considered to comply with this policy.
- 2.1.5. Developers must not use a proposed street name for marketing purposes if it has not been formally approved by RDC. Furthermore, developers must not give any postal addresses, including postcode, to potential occupiers, either directly or indirectly (for example via solicitors or estate agents) before formal approval has been issued by RDC.
- 2.1.6. Where there are no objections to a proposed name, or after agreement has been reached, the official street names will be confirmed in writing by RDC.
- 2.1.7. Please note that the final decision on street names resides with the SNN Officer and may not include any of the developers' or PTC's proposals.
- 2.1.8. Developers are encouraged to use the final approved street name as part of their advertising and public communications as it can be helpful for the legal process and the Emergency Services.

2.1.9. Royal Mail is responsible for the allocation of postcodes. It will allocate a postcode only to those streets that have properties on them that require the delivery of mail and only after confirmation from RDC of an official address.

2.1.10. RDC reserves the right to change a street name at any time, should it be discovered that the street name is in breach of this policy.

2.2. Street Naming Criteria

2.2.1. Proposals for new street names or for converting an access road or driveway into a named street should, in most cases, be restricted to roads that serve three or more properties.

2.2.2. Where possible, a street name should have a proven historical connection to the land intended for development. Encouragement and preference are given to names that reflect local natural history or the nature of the local terrain.

2.2.3. Proposals for street names that relate to a commercial reference, or a name that could be construed as used for advertising or commercial gain, will not be permitted.

2.2.4. Proposals relating to a person's name will only be permitted for commemorative purposes and only for significant historical figures.

2.2.5. Street names must not be offensive, or have the potential to cause offence, as defined in the [Equality Act \(EA\) 2010](http://www.legislation.gov.uk/ukpga/2010/15/contents)¹. Street names that could be easily vandalised or changed into something which could cause offence, including their combination with numbers, will not be approved.

2.2.6. New street names must not duplicate or be similar to any name already in use within the district or near to the Rother District boundary in a neighbouring authority. This will fall under the discretion of the SNN Officer.

2.2.7. Street names must not be difficult to pronounce or awkward to spell and must not be phonetically similar to another street (e.g., Woodgate Road and Woodsgate Road) within the same town or village.

¹ <http://www.legislation.gov.uk/ukpga/2010/15/contents>

- 2.2.8. The use of North, South, East, or West (as in Collington Lane East) is not encouraged and is only acceptable where the road is continuous and passes over a major junction. It is not acceptable when the road is in two separate parts with no vehicle access between the two.
- 2.2.9. Street names must not begin with 'The'.
- 2.2.10. The street name suffix (Close, Avenue, etc.) must be on the approved suffix list and must accurately reflect the type of street, as described in Appendix A.
- 2.2.11. Non-vehicular pedestrian ways must end with either Path, Way or Walk.

2.3. Erection of Street Name Plates

- 2.3.1. The official naming and numbering scheme for the development will be sent to the applicant as part of the official notification.
- 2.3.2. It is unlawful to erect a street name plate before the street name has been formally approved and confirmed in writing by RDC. Contravention currently attracts a fine of £200 under the provisions of the [Criminal Justice Act 1982 \(Chapter 48, Section 37, Standard Scale Level 1 Offences\)](#)². The level of the fine will change in accordance with any revisions to the Act.
- 2.3.3. Once approved, street name plates must be placed in a location that is clearly visible from the street.
- 2.3.4. All costs for the erection of signs for new streets will be borne by the developer. Specifications for the signs and their locations is available on the [Street Name Plates](#)³ page of the Council's website. The maintenance of street signs becomes RDC's responsibility only if, and when, a street has been adopted. In this case, it is the Estates team that is responsible for Street Name Plates within RDC.

2.4. Street/Highway Adoption

- 2.4.1. Adoption of a highway is a matter for the Highway Authority which, in Rother District, is [East Sussex County Council](#).

² <http://www.legislation.gov.uk/ukpga/1982/48/section/37/data.pdf>

³ <http://www.rother.gov.uk/article/1467/Street-name-plates>

3. PROPERTY NUMBERING

3.1. Property Numbering Procedures for New Developments

- 3.1.1. The process of property numbering within a street will not start until planning permission has been granted for the development and developers should contact RDC as soon as possible after approval.
- 3.1.2. Developers must provide an electronic site layout plan, as well as an internal layout for plan for any communal buildings, at no less than 1:500 scale. The plan should clearly indicate the plot numbers and location of each separate dwelling, office or business unit, with the main entrance points to the buildings indicated by pathways.
- 3.1.3. It should be noted that the allocation of an official address does not serve as confirmation that any building or structure has been authorised under Planning, Building Regulations or any other Legislation. Owners/occupiers may be at risk of enforcement action if any necessary approvals have not been obtained.
- 3.1.4. A charge is applied for property registration and numbering. An additional charge will be made where changes are requested to an approved scheme during development. Charges will not be refunded where an application does not have the correct planning permission. Current fees are listed on the [Street Naming and Numbering](#)⁴ page of the RDC website.

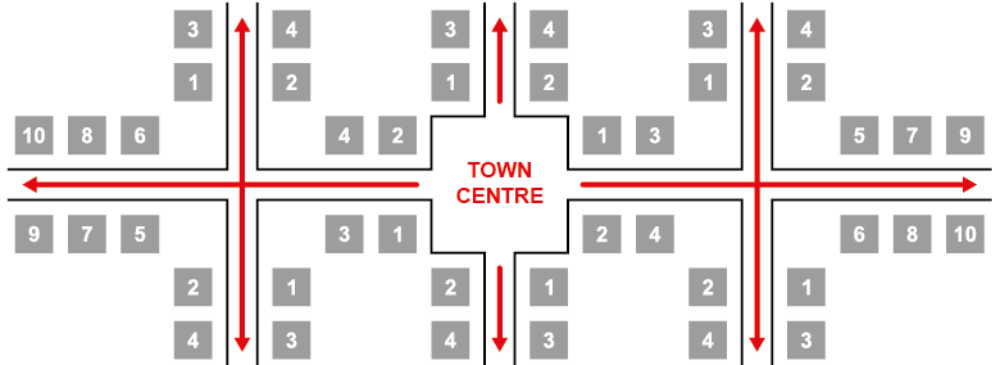
3.2. Property Numbering Policy

- 3.2.1. RDC complies with BS7666 (2006) - Spatial Data Sets for Geographical Referencing. Developers are encouraged to liaise with RDC at an early stage to ensure that property number requirements comply with BS7666.
- 3.2.2. An official address will not be granted without the relevant planning permission(s) being granted. An address can be withdrawn if it is established that there is not an approved planning permission in place to support the creation of that address.

⁴ <https://www.rother.gov.uk/planning-and-building-control/street-name-and-numbering/>

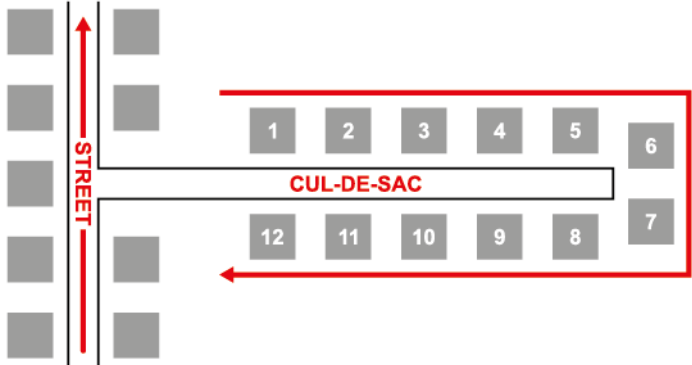
- 3.2.3. All new streets must have a numbering scheme and a proper sequential numbering sequence shall be maintained in all cases (no omissions considered).
- 3.2.4. It is important to ensure the numbering sequence of any street is not disrupted when additional properties or developments are built. Where such development is small scale, this might involve each new unit being given the number of the old property plus a letter suffix. Large-scale redevelopment might include a new access road giving the Council the opportunity to introduce both a new street and numbering scheme.
- 3.2.5. In towns (i.e., Bexhill, Battle and Rye) new streets will be numbered so that, when travelling away from the centre of the town, the odd numbers are on the left-hand side and even numbers on the right.

Figure 1: Street numbering



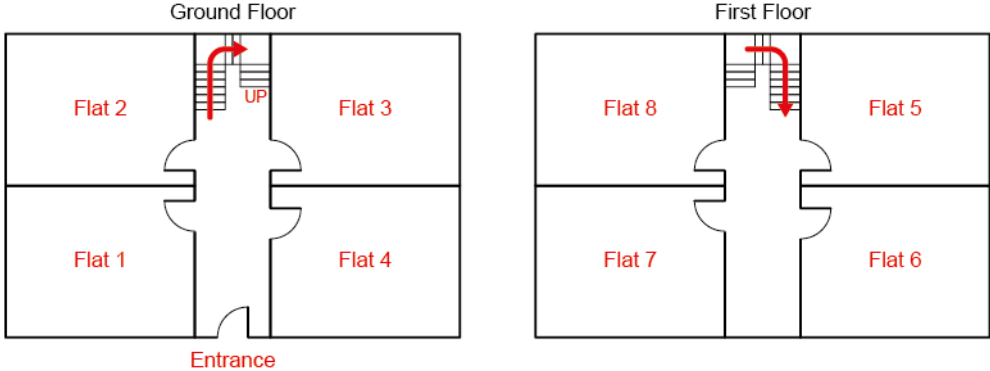
- 3.2.6. Exceptions to this include cul-de-sacs, where properties will be numbered consecutively in a clockwise direction, and streets with properties only on one side, where properties will be numbered consecutively.

Figure 2: Cul-de-sac numbering



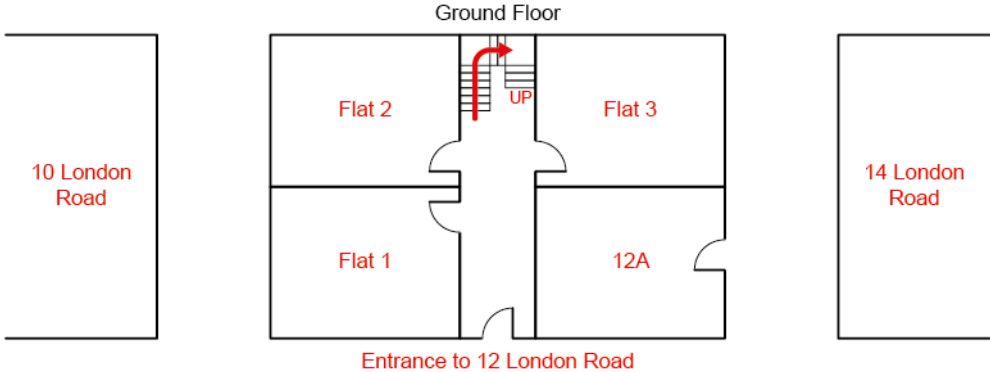
- 3.2.7. In villages and other areas, the SNN Officer will assign property numbers as appropriate.
- 3.2.8. All flats with a common entrance should be numbered in a clockwise direction from the primary point of entrance to each floor.

Figure 3: Flat numbering with common entrance



- 3.2.9. Where a floor can be accessed from stairs and a lift, the primary point of entrance to the floor will be the stairs. In a case where a floor can be accessed from two sets of stairs, the primary point of entrance to the floor will be the first set of stairs that is arrived at from the primary entrance on the floor below.
- 3.2.10. In situations where one of the flats in a building has its own, separate, entrance, and is not accessed via the common entrance to the building, then it shall take the number of the main building and be suffixed with a letter, starting at A.

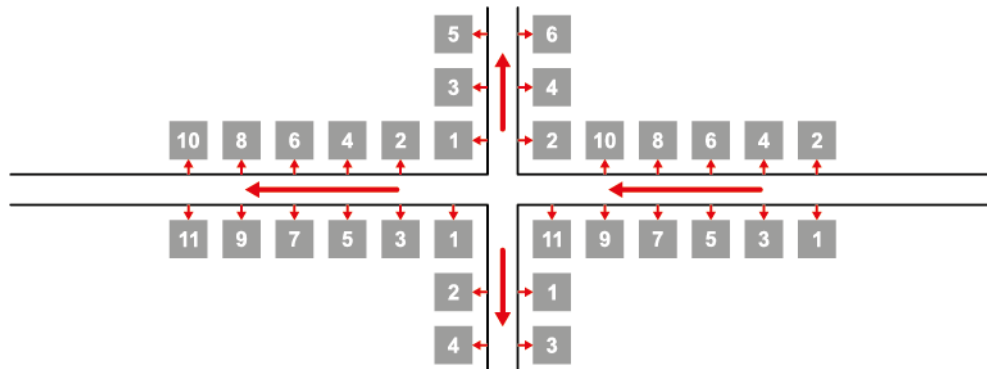
Figure 4: Flat numbering with common and private entrances



- 3.2.11. Private garages and similar buildings used for housing cars and similar are not numbered.

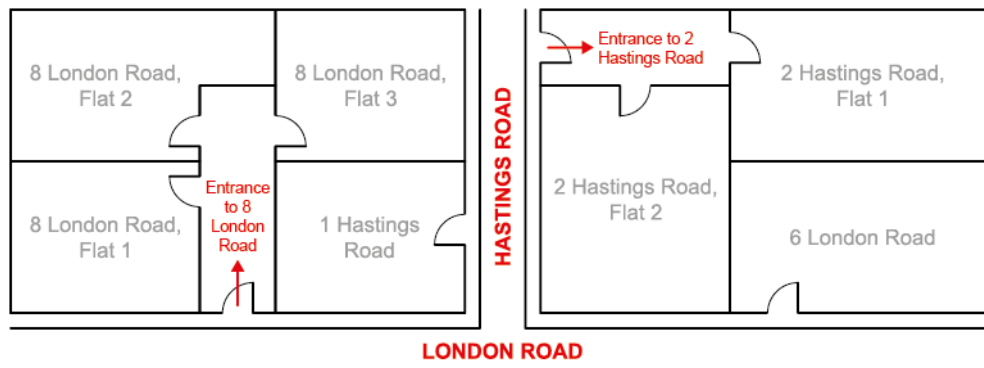
3.2.12. Buildings (including those on corner sites) are numbered according to the street in which the main entrance by foot is located.

Figure 5: Property numbering for corner buildings



3.2.13. Where multi-occupied buildings have entrances in more than one street, then the location of each entrance will dictate both the numbering and address of the units served from that entrance.

Figure 6: Property numbering for multi-occupied buildings



3.2.14. All properties must prominently display the relevant number, or house name where there is no numbering scheme, so that it can be easily seen by visitors and the Emergency Services from the street.

3.2.15. Once properties are numbered, the Council will not usually renumber them unless the SNN Officer deems it to be necessary.

3.2.16. The Council reserves the right to renumber a property, at any time, should it be discovered that a number has been approved in breach of this policy.

4. PROPERTY NAMING

N.B. Where the 'Owner' of the property is referenced, this refers to the Freeholder only and not the Leaseholder, Tenant, or other occupier.

4.1. Property Names

- 4.1.1. A new name can be added to an existing postal address, but the postal number cannot be deleted from that address. The property number must still be displayed and referred to in any correspondence. Proposed property names must adhere to the criteria outlined in Section 4.2 below.
- 4.1.2. Certain streets exist that do not have a numbering scheme. In these cases, where a new building is built in the street, a house name should be nominated and approved by the SNN Officer before first occupation. The allocated name forms part of the official address and should be prominently displayed.
- 4.1.3. Only owners of properties may change an official name. They should apply to RDC providing all the necessary information as requested in the [online form available on the Council's website](#)⁵. In the case of joint ownership, all parties must agree to the proposed change.
- 4.1.4. A property name will not be formally changed where the property is in the process of being purchased. Only when a purchase is complete can a name change request be accepted.
- 4.1.5. A non-refundable fee, payable on application, will be made for changing a property name. There will be an additional charge for each sub property (for example, a detached annexe or the individual flats within a building) that will need to be changed because of the parent property name being changed. Current fees are listed on the [Street Naming and Numbering](#)⁶ page of the RDC website.
- 4.1.6. RDC reserves the right to change a property name, at any time, should it be discovered that a name has been approved in breach of this policy.

⁵ <https://www.rother.gov.uk/planning-and-building-control/street-name-and-numbering/street-naming-and-numbering-for-house-name-changes-and-confirmations/>

⁶ <https://www.rother.gov.uk/planning-and-building-control/street-name-and-numbering/>

4.2. Property Naming Criteria

- 4.2.1. Property names that have a historical connection are preferred. Encouragement is also given to names that reflect local history or the nature of terrain.
- 4.2.2. Proposals for residential properties that relate to a commercial reference, or a name that could be construed as used for advertising or commercial gain, will not be permitted.
- 4.2.3. Proposals relating to a person's name will only be permitted for commemorative purposes and only for significant historical figures.
- 4.2.4. Property names must not be offensive, or have the potential to cause offence, as defined in the [Equality Act \(EA\) 2010](#)⁷. Property names that could be easily vandalised or changed into something which could cause offence, including their combination with numbers, will not be approved.
- 4.2.5. New property names must not duplicate or be similar to any name already in use within the town or village or in the same postcode area (e.g., TN40). A variation in the suffix, for example, 'hill', 'house', 'cottage', etc., would not constitute sufficient change. This will fall under the discretion of the SNN Officer.
- 4.2.6. Property names must not be difficult to pronounce or awkward to spell and must not be phonetically similar to another property (e.g., Beach Cottage and Beech Cottage) within the same town or village.
- 4.2.7. Property names must not begin with 'The'.

⁷ <http://www.legislation.gov.uk/ukpga/2010/15/contents>

5. ADDRESS CHANGES

N.B. Where the 'Owner' of the property is referenced, this refers to the Freeholder only and not the Leaseholder, Tenant, or other occupier.

5.1. Renaming of Streets / Renumbering of Properties

- 5.1.1. Proposals for new street names, or for converting an access road or driveway into a named street, must have the written agreement of all freehold owners.
- 5.1.2. RDC will only rename a street in exceptional circumstances, such as when it is known that the name causes confusion for statutory service providers, the Emergency Services or collectively for local residents.
- 5.1.3. Furthermore, RDC will only recognise an alteration to an existing street naming/numbering scheme where the proposed alteration is in the wider public interest and improves or eradicates confusion. RDC has authority to issue Renaming or Renumbering Orders if any anomaly becomes evident.
- 5.1.4. RDC will consider renumbering a property, at the discretion of the SNN Officer, in the following situations:
 - where there are documented habitual delivery problems;
 - where infilling or subdivision of the property has occurred;
 - where the safety of delivery drivers is of concern;
 - where access has changed from one street to another; or
 - any other situation deemed necessary by the SNN Officer.
- 5.1.5. If an existing street is renamed or renumbered, the relevant PTC will notify affected property owner/occupiers via consultation.
- 5.1.6. When address corrections are made, it is, in most instances, the owner's responsibility to inform their tenants/occupiers, however, RDC will generally request this of the owner during the process.

6. CONTACT INFORMATION

6.1. Street Naming and Numbering Department

Contact us online: www.rother.gov.uk/SNN

Write to us at:

Street Naming and Numbering

Rother District Council

Town Hall

London Road

Bexhill

East Sussex

TN39 3JX

Property Name Change applications:

<http://www.rother.gov.uk/article/11500/House-name-change>

Street Naming for new developments and conversions:

<http://www.rother.gov.uk/article/6257/SNNDC>

6.2. Planning

Planning Development Administration:

<http://www.rother.gov.uk/planning-and-building-control/>

6.3. Estates Team (Street Signage)

Contact information and Street Sign Specifications:

<http://www.rother.gov.uk/article/1467/street-name-plates>

7. APPEALS AND COMPLAINTS

- 7.1. If you wish to contest a decision made by the SNN Officer then, in the first instance, please email us directly at: rothersnn@rother.gov.uk.
- 7.2. If we are still unable to come to a resolution, then you can appeal in writing, via online form or by post.
- Form: <http://www.rother.gov.uk/complaints>
 - Post: Complaints, Rother District Council, Town Hall, London Road, Bexhill, East Sussex, TN39 3JX.
- 7.3. When requesting a review of the decision via appeal, you must include all supporting evidence.
- 7.4. While RDC will constructively engage with developers and customers regarding all aspects of this policy, RDC reserves the right to make a final decision on all proposals subject only to successful legal challenges made to the local magistrates court.
- 7.5. A review of the decision will consider if an application has been handled in an appropriate and courteous manner but will not necessarily change the outcome of any decisions.
- 7.6. For more information about the customer complaints process, please visit <http://www.rother.gov.uk/complaints>.

8. GLOSSARY

Term	Description
BS766 (2006)	British Standard Spatial datasets for geographical referencing.
BLPU	Basic Land and Property Unit - an area of land, property or structure having uniform occupation, ownership or function. Such a Unit attracts a UPRN (see below).
Developer	The person or organisation engaging with the Council for the purpose of Street Naming and/or Property Numbering.
GeoPlace	Formerly, The National Land and Property Gazetteer - The National Data Set, now known as AddressBase, which contains unique reference (UPRN), geo codes point and address information for all property and land within England and Wales.
Locality	Another local description added to the address which is not held in the official address.
LLPG	Local Land and Property Gazetteer – Contains the official address data for all properties (Houses, Flats, commercial premises, etc.) and non-addressable objects (Bin Stores, Recycling locations, Cricket Pitches, etc.).
LLPG Custodian	Council Officer responsible for maintaining the LLPG address dataset for Rother District Council. The LLPG Custodian also holds the role of Street Naming and Numbering Officer.
Owner	Where the ‘Owner’ of the property is referenced, this refers to the Freeholder only and not the Leaseholder, Tenant, or other occupier.
Property Naming	A request for a house to be named or to change its name.
Property Numbering	The allocation of numbers and suffixes to properties. This may include houses, flats, industrial units, and groups of static caravans.
Property Number Suffix	A letter that is added to a number usually to describe a dwelling or commercial property that has more than one internal unit. For example, where an extra property is built between 22 and 23 High Street would be called 22A High Street.
PTC	Parish and Town Council
RDC	Rother District Council
Street	The generic name for a road, street, pathway, thoroughfare alley, lane etc. The street naming function is administrated by the Local Land and Property Gazetteer Team of Rother District Council. The designation of the class of Road, e.g. A1, A27, B2121, is administered by East Sussex Council.
Street Name and Numbering (SNN) Officer	Responsible for the statutory duty of Street Name and Numbering for the district. This role is currently held by the LLPG Custodian. Authority for this role is delegated by the elected members of the council (Councillors).

Term	Description
Street Naming	The allocation of or change to the name of a 'Street' as defined above.
Street Name Suffix	This is the second part of a street name, for example Road, Street or Place, etc.
Street Renaming	Changing the name of an existing street.
UPRN	Unique Property Reference Number. Each BLPU has a reference number or UPRN. Each UPRN has a maximum of 12 digits, is unique within the UK and has no internal structure related to the geographical location of the BLPU to which it relates. The maintenance of uniqueness is carried out by GeoPlace. All properties, both residential and commercial, now require a Unique Property Reference Number (UPRN), and it is required in most dealings with the Land Registry. The allocation of a UPRN includes separate flats and distinct units within commercial properties. An historical trail will be built up in relation to each UPRN within the AddressBase products. The Street Naming and Numbering Unit of Rother District Council will populate its software with all UPRNs and make these available to all relevant customers.

9. APPENDICES

Appendix A

STREET NAME SUFFIXES

TR: Can be assigned to a Through Road, NTR: Can be assigned to a No-Through Road

Suffix	Description
Approach	Any road leading to a notable building or location (TR/NTR)
Ascent	Hillside road only (TR/NTR)
Avenue	Any residential street bounded by trees (TR)
Circus	Any large roundabout
Close	Any cul-de-sac only (NTR)
Crescent	Any crescent shaped street (TR/NTR)
Croft	Any cul-de-sac leading to a croft or small farm (NTR)
Drive	Any residential road (TR/NTR)
Field	Any cul-de-sac within a development that was previously a field (NTR)
Gardens	Any residential road with links to gardens (TR/NTR)
Green	Any residential road with links to village greens or public green spaces (TR/NTR)
Grove	Any residential road in a small wood or group of trees (TR/NTR)
Hill	Hillside road only (TR/NTR)
Lane	Any narrow rural thoroughfare (TR/NTR)
Mews	Any short road which leads to a stable yard or horse related site, or a short row of terraced houses built to look like converted stables, or terraced houses surrounding a courtyard (NTR)
Place	Any short road or access way (TR/NTR)
Rise	Hillside road only (TR/NTR)
Road	Any thoroughfare (TR/NTR)
Row	Terrace of properties (but not a subset of named street) (TR/NTR)
Straight	Any straight and narrow urban thoroughfare (TR/NTR)
Street	Any thoroughfare (generally used for urban roads) (TR/NTR)
Terrace	Terrace of buildings (but not a subset of named street) (TR/NTR)
Twitten	Any narrow urban thoroughfare (TR/NTR)
View	Any road that has a notable view or panorama (TR/NTR)
Walk	Any short road which leads to a courtyard or small terrace of houses (NTR)
Way	Any thoroughfare (generally used for main roads) (TR)
Wharf	Any quay side road where shipping was docked and unloaded (TR/NTR)

LOCAL LAND AND PROPERTY GAZETTEER (LLPG) INFORMATION

All changes made through the street naming and numbering process and through notified name changes are included on the Council's Local Land and Property Gazetteer (LLPG), which is used in the delivery of the Council's services.

Our local gazetteer together with the gazetteers of other local authorities are in turn linked and updated daily to a definitive index of land and property in England and Wales known as the National Land and Property Gazetteer (NLPG).

The Council's Local Land and Property Gazetteer Custodian informs not only our internal Services of changes, but also updates external contacts. Owners remain responsible for informing utilities and all others not detailed below.

Agencies and Authorities who are informed of Street and Property Changes:

- GeoPlace - by Data Transfer Protocol File
- East Sussex County Council - Transport and Environment
- Sussex Police
- East Sussex Fire and Rescue Service
- District Valuer & Valuation Officer (VOA)
- Royal Mail
- All Departments within Rother District Council

It should be noted that GeoPlace' AddressBase products are the national method for informing all authorities and agencies of changes. Many statutory agencies, such as Fire & Emergency Services, now get information directly from GeoPlace.

ADVICE AND GUIDANCE TO PARISH AND TOWN COUNCILS AND DEVELOPERS ON STREET NAMING CONSULTATIONS

As discussed in Section 2.1 of the SNN Policy above, Rother District Council (RDC) is keen to consider the views of Parish and Town Councils (PTCs) on proposals involving the naming of streets.

It is important to note that this is a consultation exercise to gather suggestions for street names and, while RDC will consider the views of both developers and PTCs, the final decision will be made by the RDC SNN Officer who may decide to include all, some, or none of the submitted names.

A full list of the street naming criteria can be viewed in Section 2.2 of the SNN Policy above, however the following criteria are reiterated. Street names must not:

- have a commercial reference.
- duplicate a similar name or similar sounding name within Rother District, or near to the Rother District boundary within an adjacent authority.
- relate to a living or recently deceased person.
- cause offence or have the potential to cause offence.

Developers are encouraged to use the [FindMyStreet](https://www.findmystreet.co.uk/)⁸ service to check for similar or duplicate names before submitting any proposed street names to either RDC or the PTC.

D1 - Notes for Parish and Town Councils

The PTC will need to establish a process for reviewing and responding to street naming submissions from developers. The PTC could choose a process that:

- i. includes a consultation with residents, either at a Council meeting, or through feedback via their website.

or

- ii. is undertaken by a committee, either through an in-person live meeting, video conferencing, or by exchange of correspondence between members (emails, chat forum, etc.).

⁸ <https://www.findmystreet.co.uk/map>

or

iii. grants the responsibility for street naming responses to a nominated Councillor.

or

iv. meets the required objective of consideration and response by an alternative means to those listed above.

The process must include:

- a reply from the Clerk to the developer within 5 working days to acknowledge receipt of the submission. The reply must include an expected response date to the developers' proposals.
- a full response to the proposals must be sent from the Clerk to the developer within 1 calendar month.

All names submitted to the PTC by the developer must be considered and responded to. As part of the response to the developer, any names that are not supported by the PTC should be accompanied by the reasoning behind it. This is also an opportunity for the PTC to make alternative suggestions for the developer to consider, including an order of preference for the submitted names, if required.

D2 - Notes for developers

The developer will provide the Clerk at the PTC with:

- a list of suggested street names, including suffixes.
- a site plan containing the location and layout of the streets to be named.

It is recommended that the number of names provided to the PTC is greater than the number of streets to be named to allow for any that may be ineligible or undesirable. Available suffixes and their permitted uses can be found in Appendix A above.

Once the developer has received a response from the PTC, they can review the feedback and decide if they wish to amend their proposal.

Once the proposal has been finalised, the developer will forward their submission together with the PTC correspondence to the RDC SNN Officer (rothersnn@rother.gov.uk).

D3 – Notes for both parties

It is hoped that a street naming agreement between the developer and PTC can be reached and that any differences can be resolved through amicable dialogue.

While a proposal supported by both parties is preferred, it is not essential as the final decision on street naming will be made by the RDC SNN Officer. This will be based on the submissions from both the developer and the PTC, as well as the eligibility criteria listed in Section 2.2 of the SNN Policy above.

Both the developer and the PTC will be advised of the decision, together with any reasoning if needed, and they will have an opportunity to respond.

If the decision is accepted by both parties, then the process of officially naming the street(s) will commence.

If either party feel that that RDC have not followed the process outlined in this Policy correctly, they may appeal the decision as described in Section 7 above.

Rother District Council

Report to:	Cabinet
Date:	11 December 2023
Title:	Rother District Council Public Conveniences Cleaning Contract 2024
Report of:	Deborah Kenneally, Head of Neighbourhood Services
Cabinet Member:	Councillor Timpe
Ward(s):	All
Purpose of Report:	To procure a new contract for the cleaning of Rother District Council Public Conveniences.
Decision Type:	Key
Officer Recommendation(s):	It be RESOLVED: That the Director – Place and Climate Change be granted delegated authority to appoint a new public convenience cleansing contractor from 1 April 2024, once relevant procurement procedures have been completed.
Reasons for Recommendations:	To support the Council in continuing to offer a public convenience service across the district.

The Chair of Council has already agreed that, subject to the approval of Cabinet, this decision can be taken as an urgent decision to enable the Council to commence the tender process without delay and meet the tight timescales.

Introduction

1. The current public convenience (PC) cleansing contract with Specialist Hygiene Services, which has been in operation for over 20 years, ends on 31 March 2024 and there is no option to extend so a new cleaning contract is required to support this non-statutory service.
2. The Council has recently reduced the number of facilities that are currently open to the public (from 27 down to 15) on a trial basis due to financial pressures on the Council's budget. The trial will be supported, and the outcome evidenced by feedback received from the budget public consultation that is currently in the public domain and ends in December 2023.
3. The facilities are aging and in need of refurbishment; some may require significant structural repairs; others suffer from regular vandalism. It is hoped that the running of many of these facilities will be taken on by Parish Town Councils (P&TCs), and local community groups to provide a more sustainable level of service for local residents into the future.

4. Whilst the Council waits for the results of the consultation and work continues with devolving this service, it is important that the facilities that remain open are locked and unlocked and cleansed daily. It is necessary to start a competitive tender exercise as soon as possible to complete the procurement process for a new contract in time for service mobilisation by the end of February 2024. The Council cannot wait for the budget consultation process to be completed if there is to be a contract in place for 1 April 2024. The timelines for procurement are as follows:
 - Tender ready by Friday 15 December 2023
 - Tender issue Friday 22 December 2023
 - Tender return Friday 2 February 2024
 - Evaluation w/c 5 February 2024
 - Contract award 28 February 2024
 - Service mobilisation March 2024 for a start date of 1 April 2024
5. Officers recognise that following the consultation it may be that changes will be made to which facilities are open or closed. Also, in time, some services may be devolved to P&TCs and community groups, so the new contract specification has been designed to allow as much flexibility as possible.
6. The tender will set out the facilities in four lots inviting tenders for individual lots in any combination, or all four lots as a whole:
 - **Lot 1 – Bexhill PCs** – Egerton Park, Channel View, East Parade (summer only), West Parade, Polegrove (match fixtures), Little Common Rec (match fixtures) Bexhill cemetery.
 - **Lot 2 – Battle PC** – Battle Market.
 - **Lot 3 – Rye PCs** – Lucknow Place and Station Approach; Winchelsea Beach (disabled only - open to all users; summer only) and Winchelsea Town (disabled only - open to all users).
 - **Lot 4 – Camber PCs** – Central car park; Western car park new and old blocks (summer only).
7. The contract specification is attached at Appendix A. As the numbers of facilities open to the public has reduced the new specification allows for an increased level of cleaning in these facilities to account for a potential increase in usage.
8. The contract length is offered for an initial period of three years plus a further extension period of two years and one year, and, with a six-month break clause included, will further increase flexibility. There is a risk that in asking for such a flexible contract, this may limit the numbers of bidders for the contract. If this happens it may be that officers will need to remove the break clause, shorten the length of the contract at procurement stage, or rely on a variation to the contract to facilitate devolvement of individual facilities.
9. Emphasis in the new contract will be placed on quality and performance management through improved contractor reporting mechanisms and the application of defaults if the service is not up to the correct standard.

Conclusion

10. A new public convenience cleansing contract is required from 1 April 2024 to support the provision of public conveniences across the district.

Financial Implications

11. The current contract value for 2023/2024 is c£273K. It is difficult to determine how much a new contract may cost at this stage. The requirement for a new contractor to operate ultra-low emission vehicles may prove a costly addition to the specification.
12. The new specification does allow for increased cleaning to some sites that are currently open, and with inflation and use of ultra-low emission vehicles, officers do not expect a new contract to cost less than the existing contract. However, it will be significantly less than if a new contract were procured to operate all 27 toilets.
13. The Council's current financial situation is challenging. Any additional contract costs could have a significant effect on the council's ability to fulfil its statutory functions, leading to a forced re-evaluation of service provision to identify areas that could be discontinued.

Legal Implications

14. The East Sussex Procurement Hub, in conjunction with shared legal services, has been advising on the procurement process. Legal services will be required to draft the contract once a contractor has been appointed.

Environmental Implications

15. As with any cleansing activity, there are various chemicals that are used as part of that process. The specification seeks contractors to ensure that use of chemicals deemed harmful to the environment are not used in the Councils facilities. Any chemicals included within the service would need to be used in the way directed by the manufacturer to protect the environment, the cleaning operative and customers using the facilities. These requirements have been built into the service specification.
16. The specification seeks the use of ultra-low emission vehicles in place of traditional diesel or petrol vans, supporting the Councils commitment to reduce carbon emissions throughout the district.
17. The contractor will be required to provide details of their annual fleet emissions to contribute to the Council's annual scope 3 emissions reporting.

Equalities and Diversity

18. Public conveniences are used by a wide range of people who expect these facilities to be accessible and kept in a clean and tidy condition. The service specification does not allow for cleaner attendance at all times when the facilities are open so a reporting mechanism will enable customers to raise any issues between cleans.

Risk Management

19. There is a risk that the tender will not receive any bids due to the flexibility required in delivering the service. In this instance officers may be able to

negotiate aspects of the tender, including but not limited to the removal of the 6-month break clause, to agree a contract, and subsequently rely on a contract variation to facilitate devolvement of individual facilities.

20. Failing success of the above and in the event no contractor is appointed, it is proposed the current incumbent will be asked to continue providing the service for a further 6 months whilst the specification is reviewed and a new tender submitted. This would require special exemption from the procurement process and is not ideal.

Other Implications	Applies?	Other Implications	Applies?
Human Rights	No	Equalities and Diversity	Yes
Crime and Disorder	No	Consultation	Yes
Environmental	Yes	Access to Information	No
Risk Management	Yes	Exempt from publication	No

Chief Executive:	Lorna Ford
Report Contact Officer:	Deborah Kenneally, Head of Neighbourhood Services
e-mail address:	deborah.kenneally@rother.gov.uk
Appendices:	Appendix A – Specification
Relevant Previous Minutes:	-
Background Papers:	-
Reference Documents:	-



Contract for
PUBLIC CONVENIENCES
1 April 2024 – 31 March 2027

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1. General

Public Conveniences Including Windows

- 1.1. Rother District Council (“the Council”) owns and maintains the Public Conveniences listed in Section 3B of this document and shown on the plans in Appendix 1.
- 1.2. The Services to be provided within this part of the Specification embrace the provision of all plant and labour and then carrying out the works of cleansing various Council public conveniences owned and managed by the Council.
- 1.3. A description of the locations and facilities to be cleaned under the contract is contained in Section 3B of this document. The Specification set out in Section 3 of this document is based on the current requirements of the Council and it should be recognised that these requirements may change during the term of the Contract.

Objectives

- 1.4. The objectives of the Service are to:
 - a. Provide and maintain a clean and hygienic environment for Customers.
 - b. Achieve a) above through a value for money service with an ability to respond to the Councils varying requirements.
 - c. Ensure that all precautions are taken to safeguard customers and employees during the use of cleaning materials and comply with all manufacturer’s instructions for safe use.
 - d. Undertake regular reviews of the Service to identify and implement improvements, performance and value for money.

General Description

- 1.5. Rother District Council is responsible for providing, maintaining and cleansing public conveniences within the district across the various localities detailed in Section 3B.
- 1.6. None are open on Christmas Day; some are open 364 days per annum; others are seasonal.
- 1.7. The Authorised Officer will be the Neighbourhood Services Team Leader or their successor.
- 1.8. Some locations are attended seasonally.
- 1.9. The remaining locations are to be cleaned according to the schedule set out in Section 3B.

- 1.10. Opening hours are extended during the summer months or at the discretion of the authorised officer as set out in Section 3B.
- 1.11. The Contractor shall ensure and shall be deemed to have ensured, that provision is made in his tender for travelling to and from the areas to be cleansed, in addition to provision for carrying out the cleansing.
- 1.12. A variation order will be issued from time to time regarding additional areas to be cleaned, for work to be carried out strictly in accordance with the appropriate Unit Rate.
- 1.13. The Contractor shall ensure that all employees are in possession of or made aware of each building or location cleaning specification including daily and monthly frequency.
- 1.14. The Contractor will not be responsible for emptying septic tanks.

Sub-Contracting Summary

- 1.15. Throughout the contract term, the Contractor shall be prohibited from transferring or assigning, directly or indirectly, to any person or persons whatsoever any portion of this Agreement without the prior written consent of the Council. Sub-letting, other than that which may have been agreed prior the commencement of the service or may be customary in the trade concerned, shall be prohibited.

Arrangements for Viewing

- 1.16. Please note that the facilities are open as a minimum between 08:00 and 18:00 and can be viewed unaccompanied during these times. If viewing of PCs closed for the winter is required, please request.

Service Requirement

- 1.17. From time-to-time additional cleaning will be required to maintain acceptable standards of cleanliness. This contract requires that high standards of cleanliness will be maintained, and the contractor must make allowance for this requirement.

Fire and Other Risks

- 1.18. The Contractor shall take all steps necessary to minimise all risks to persons or property arising from the performance of the services. In particular, care must be exercised in the use of materials and equipment and ensuring all operations are undertaken in accordance with good practice.

Statutory Regulations

- 1.19. The Contractor will familiarise himself with all the Acts, Statutory Regulations and Codes of Practice appertaining to cleaning and disposal of waste arising therefrom and will ensure that all work is carried out in accordance therewith.
- 1.20. The Contractor will in particular, but without prejudice to the generality of the foregoing, ensure compliance with the Control of Substances

Hazardous to Health Regulations 2002 as the same may be amended from time to time.

Materials and Equipment

1.21. The Contractor shall be responsible for the provision of all materials including:

- Soaps
- Paper towels
- Toilet rolls
- Toilet tissue
- Sanitary disposal bags and lidded bins, where necessary
- Approved “clinical waste” sacks (YELLOW plastic sacks of a maximum normal capacity of approximately 0.1 m and of minimum gauge of 225 (55 microns) if made of low-density polythene and of a minimum gauge of 100 (25 microns) if made of high-density polythene)
- Approved cleaning fluids and disinfectants
- Hand tools and equipment
- Machine Floor Scrubber
- Steam Cleaner/Power Washer
- Deep cleaning equipment
- Urinal screen deodorising mats
- Automatic deodorisers and deodorising fluids
- Light bulbs and tubes

1.22. The Conditions of Contract provide that only such materials as have previously been approved in writing by the Council shall be used. The Council will not unreasonably refuse the use of any material provided they are satisfied that:

- such material is to the appropriate or equivalent European Standard or British (if appropriate).
- the use of such material is in accordance with any policy of the Council relating to the use of chemicals or other substances.
- the material is suitable for the particular use proposed.

- 1.23. For the avoidance of doubt, the contractor may request any other consumables as required subject to Rother District Council's approval.
- 1.24. The Contractor must ensure that the use of any materials is restricted to the particular area to be cleaned. Any splashes or spillage of materials must immediately receive such attention so as to ensure no resultant damage or discolouration occurs.
- 1.25. Notwithstanding the approval of the Council to the use of any material, the responsibility for such use shall be that of the Contractor who shall pay to the Council (by deduction from any monies payable to the Contractor or otherwise) the cost of rectifying or replacing any item or area damaged by the use of the same.
- 1.26. The contractor is responsible for providing safe and appropriate storage for all materials and equipment off site and at their own risk.

Sanitary Disposal Service

- 1.27. The Contract shall provide a service for the disposal of sanitary towels in public toilets located in all buildings listed in Appendix 2. This service shall be undertaken in full compliance with current legislation and may be sub-contracted.

Window Cleaning

- 1.28. The windows of the public conveniences will be cleaned as follows:
 - Interior and exterior surfaces to be cleaned. All surfaces to be damp wiped, dried and polished to remove all stains. Finish must be clear and streak free.
 - All interior surrounds and frames to be wiped clean to include wood, metal and UPVC frames.
 - All cleaning operations undertaken will be carried out to the satisfaction of the Authorised Officer.

Cleaning and Maintenance Frequencies

- 1.29. The Contractor shall cleanse and provide attendants in all areas of Public Conveniences as set out in Section 3A and Section 3B and to the specifications set out in Section 2, in accordance with BICSc cleaning standard specification definitions and any subsequent relevant industry updates.
- 1.30. Frequencies are laid down in sections 3A and 3B of this specification and should be adhered to at all times. Any changes must be approved by an authorised officer 2 weeks in advance.
- 1.31. Cleaning rotas are to be agreed between the Contractor and the Council (or settled by the Authorised Officer in default of agreement) a minimum of two weeks prior to the Commencement Date (as defined in the Conditions of Contract) and thereafter as required by the Council and must be strictly

adhered to unless the prior approval of the Council or nominated representative(s) has been obtained. Failure to do so may lead to non-payment, imposition of liquidated damages and/or default notices defined in the Conditions of Contract.

- 1.32. The purpose of the frequencies and rotas is to set forth the minimum requirements which are considered necessary by the Council for the Contractor to achieve the service standards.
- 1.33. The Contractor must ensure that the frequency of each activity is, so far as the frequency permits, undertaken at equal intervals unless otherwise agreed or instructed by the Council.

Definition of Periods

- Daily means each day Monday to Sunday (inclusive) during each annual period.
- Monthly means once per calendar month (such day to be agreed by the Council) during each annual period.
- Annual period means the period of 52 weeks for each year of the Contract Period.
- Summer or summer period means the period in any year from the Friday immediately preceding Good Friday up to and including the first Sunday in October or as extended by the Council, both dates inclusive.
- Winter or winter period means the period in any year from the Monday immediately following the first Sunday in October to the Thursday the week preceding Good Friday both dates inclusive.

Additional Responsive Cleaning and Day Works

- 1.34. Other responsive cleaning over and above that included in the Specification will be required to be carried out at the discretion of the Authorised Officer.
- 1.35. A Variation Order will be issued to carry out such work in accordance with the Schedule of Measured Rates, where labour or plant over and above that normally employed on the Service Contract duties is necessary.
- 1.36. Any increase as a regular requirement will be dealt strictly in accordance with the Service Contract Conditions.

Equipment and Machinery

- 1.37. All equipment and machinery to be used by the Contractor in the performance of the Contract shall be supplied by the Contractor and serviced or replaced in accordance with any relevant legislation and manufacturer's instructions. It should be fit for the purpose for which it is intended.

Modifications to the Locations

- 1.38. The locations covered by this Contract could change during the Contract Period with the Contract Price being adjusted upwards or downwards in accordance with the rates contained within the Bill of Quantities. Any adjustment upwards or downward would be expected to take into account fixed costs which must be specified in the tender as a percentage of the total on a site-by-site basis.
- 1.39. The Council may issue an instruction to the Contractor to include or delete such areas, providing a minimum of 30 days' notice is given. Moreover, revisions in internal layout may occur from time to time which does not increase the gross floor area of the locations. The Contractor will be expected to cleanse the locations notwithstanding such internal revisions in accordance with the Specification and any instructions issued pursuant to the Conditions of Contract, without adjustment to the Contract Price.

Supply of Services by the Council

- 1.40. The Council will provide at no cost to the Contractor:
- Cold water.
 - Electricity where available (at a rating of 240 volts). The Contractor must supply at his own expense any extension cables necessitated by the location of electrical outlets, and any transformers necessary to operate equipment not rated at mains voltage.
 - Limited storage facilities where available within the locations.
- 1.41. The Contractor will be fully responsible for the cleanliness of these storage facilities and any materials or equipment stored therein and will indemnify the Council for any loss or damage arising from the use or misuse thereof. The Council will not accept liability for any loss of or damage arising from or to materials and equipment stored therein.

Public Information

- 1.42. In each convenience appropriate devices are located and/or are displayed to be marked or attended to by the operatives. These devices may indicate to the users of the facility the time of last cleaning and the time of the next cleaning. The devices shall be maintained in good clean legible condition throughout the life of the contract.
- 1.43. Other appropriate devices may be located and/or are displayed to be attended to by the operatives for reporting purposes.

Complaint Procedure

- 1.44. The Contractor's employees shall at all times be polite and respectful to members of the public.
- 1.45. In the instance of any complaint or criticism of whatever nature received by the Contractor or any of his operatives, the complainant must immediately be advised:

- That the cleaning is being carried out on behalf of Authority.
 - That he or she should register the complaint or criticism with the Council.
- 1.46. The Contractor must keep a written record of any complaint or criticism received. A copy of such record must be forwarded to the Council within 24 hours of the complaint or criticism.
- 1.47. All complaints concerning the facilities, or any part of the contract will be made to the Authorised Officer and upon receipt the Authorised Officer will notify the Contractor of the complaint verbally and confirm in writing. The Contractor will visit the main office of the client as required to receive complaints and discuss current work.
- 1.48. The Contractor shall keep a written record of all complaints received from whatever source and of the action taken in relation to the complaint.
- 1.49. Such records shall be kept available for the life of the Contract for inspection by the Authorised Officer at all reasonable times.

Claims

- 1.50. Claims against the Service for damage or injury to persons or property are matters which the Contractor should design procedures to prevent. Nevertheless, the Contractor must make arrangements under the Service Contract for insurance against such risks to the satisfaction of the Council as outlined in the contract Terms & Conditions and tendering documents, and deal with any incidents which may arise to the Council's satisfaction and indemnify the Council accordingly.

Performance Management of Contract

- 1.51. The contractor must appoint and provide at all times during the contract a named Contract Supervisor and a named Contract Operations manager or equivalent and provide relevant contact details, including telephone number and email address.
- 1.52. A minimum of monthly operations meetings with contract supervisor during office hours and to be determined by Authorised Officer as appropriate, and to be held in person or on Teams; 6 monthly contract review meeting in person at main Council offices with contract operations manager/appointed senior manager and senior Council officers as appropriate.
- 1.53. Daily/Weekly on-site contract supervisor meetings as required by Council compliance officers.

Quality Control

- 1.54. The Contractor is expected to maintain a high level of service at all times. For this purpose, it is expected that the Contractor shall implement sound quality assurance standards, which incorporate self-monitoring procedures, customer feedback and spot checks, in accordance with a defined Quality Management System.

- 1.55. To formally monitor the performance of the Contractor, the Authorised Officer or their representative will undertake random inspections and or surveys. Random inspections and or surveys will form part of a quality control procedure to assist the Authorised Officer in determining the quality of the Services provided by the Contractor.
- 1.56. All quality records maintained by the Contractor shall be open to inspection by the Authorised Officer at any time to ascertain whether or not the required standard of Services is being met.

Reports and Communication

- 1.57. The contractor will submit the following written reports to the Authorised Officer:
- Daily defect sheets, including those defects separately contracted.
 - Weekly needle reports.
 - Weekly attendance records for attended conveniences.
 - Weekly quality control and cleaning service reports.
 - Staff list, this may be requested weekly or monthly.
 - Monthly electrical and water meter readings as required.
 - Any other reports that the Authorised Officer may require.
- 1.58. In order to promote the efficiency and effectiveness of the Services, all Vehicles used in connection with the provision of the Services, including those used or intended to be used by the Contract Manager, are to be provided with two-way communication equipment and GPS systems capable of providing a printed report. The Contractor will be required to provide and maintain such equipment at their expense.
- 1.59. Out-of-hours telephone service to be manned and not the subject of a telephone answering machine or voice mail.
- 1.60. Information should be provided in writing and in electronic format which is compatible with the Council's own computer systems to the Authorised Officer.
- 1.61. The Council must be informed immediately of details of any unforeseen matters which are likely to affect the level of Services, giving the extent of the disruption and the arrangements which will be made to resume the normal Services.

Contract Staff

- 1.62. The Contractor's employees shall at all times be in the approved uniform and be polite and respectful to members of the general public and Council staff.

- 1.63. The Contractor shall ensure that all persons employed in the performance of the Service shall at all times be properly attired and presentable in appropriately identifiable uniforms or clothing which shall have been approved by the Authorised Officer.
- 1.64. Representatives of the Contractor shall carry at all times identity cards in a form approved by the Authorised Officer and make such cards available for inspection on request by any Officer of the Council who similarly discloses his identity.
- 1.65. No personal objects to include photographs shall be displayed in the facilities by the Contractors staff.
- 1.66. Omissions and failures will be dealt with strictly in accordance with the provisions of the contract Conditions.

Hours of Working

- 1.67. Unless otherwise indicated, the Contractor is required to undertake the cleaning and maintenance of the locations for a period of 52 weeks for each year of the Contract Period.
- 1.68. The Contractor's attention is drawn to the fact that being a District that attracts tourists the workload may fluctuate depending on the weather conditions and the time of year.
- 1.69. During each period of 52 weeks, cleaning and maintenance must take place at the required frequency (save that no service will be required on Christmas Day).
- 1.70. Cleaning and maintenance must be undertaken between the hours of 6.30 am to 5.00 pm only unless otherwise required in Section 3B of this document.
- 1.71. In the event of the Contractor being unable to comply with the service requirements, the Council may at its absolute discretion on receiving a written request from the Contractor increase, or vary, the hours of working PROVIDED they are satisfied that it is reasonable in all the circumstances so to do. In the event of the hours of working being so increased, such variation may be either general or limited to a specific period (as the Council shall so direct). The Contractor shall not be entitled to any additional payment in respect of such variation but shall (if certified as being due by the Council) pay to the Council (by deduction of monies due to the Contractor or otherwise) such sum as the Council certifies as being the cost to the Council of acceding to the Contractor's request.

Availability for Cleaning

- 1.72. What is or is not available for cleaning and maintenance shall be determined in any case of dispute by the Council.
- 1.73. Certain locations are closed daily in the evenings and opened again the next morning. The Contractor must ensure that all such conveniences are opened to the public not later than the appointed hour (which may be varied from time to time) and must not be closed earlier than the appointed

hour (which may also be varied). Section 3B of this document sets out the additional requirements of the Contract in this regard.

Security and Safety

- 1.74. The Contractor's operatives shall, at all times, carry, or, as the Council may require, wear an identity card which includes a recent photograph of the operative concerned. The form of the identity card shall be approved by the Council and be provided by the Contractor at the Contractor's expense. The Contractor will carry out such checks as are necessary to ensure the suitability of all staff working on this contract.
- 1.75. The Contractor shall take all reasonable steps to discourage and prevent vandalism and in the event of the Contractor's employees witnessing any acts of vandalism, improper or disorderly conduct on the part of any person either within or immediately adjacent to conveniences, the facts must be reported forthwith to the Police with a view to the perpetrators being apprehended. A report must also be submitted to the Authorised Officer within 24 hours.
- 1.76. The Contractor shall ensure that windows are closed, and doors locked outside opening hours.
- 1.77. The Contractor will allow in his Tender for carrying out operations in a safe and professional manner. Prior to commencement of the Contract the Contractor will provide a Health and Safety at Work policy and Risk Assessments including details for a training programme for employees in all aspects of this policy.
- 1.78. The Contractor shall, in order to protect the health and safety of all persons employed by him in the performance of the Service and all third parties, comply with all requirements of the Health and Safety at Work, etc Act 1974 and the Control of Substances Hazardous to Health regulations (COSHH) 1988 (in respect of all chemical substances brought into the Sites whether for use within the Sites or for storage) any subsequent legislation or regularity requirements.
- 1.79. Whilst on the Sites the Contractor shall require his employees to comply with the Council's Health and Safety Policy Statement.
- 1.80. The Contractor must exercise extreme care when working near electronic equipment.
- 1.81. Any electronic equipment used and provided by the contractor must be PAT (portable appliance test) tested.
- 1.82. The Contractor's workforce shall use the recognised accesses to sites. Methods of work, which would impair safe working arrangements or give rise to nuisance or damage to property or inconvenience to Council staff members or the general public, are unacceptable.

Vehicles

- 1.83. The Contractor shall provide and maintain suitable vehicles, sufficient to ensure the smooth running of the service. The vehicles shall be cleaned

thoroughly outside and inside where accessible, including the cab, at least weekly and kept in a clean, presentable condition to impart a professional image. They shall be serviced regularly and maintained in accordance with all relevant regulations and manufacturer's instructions governing such matters. All body work shall be free from significant damage.

- 1.84. Any vehicle that in the opinion of the Council is in such a condition as to adversely affect the image of the Council shall be cleaned, repaired, repainted or replaced as necessary to the Council's approval.
- 1.85. The Contractor is to ensure that vehicles do not exceed any weight limitations and are not likely to cause damage to any access, promenade, road, footpath, verge or building.
- 1.86. All vehicles used in the outworking of this service shall meet ultra-low emission standards. Initially, it is expected that Electric Vehicles (EV's) will be used for this function. Charging of these vehicles will be responsibility of the contractor and included within the price submitted. The contractor will be required to provide details of their annual fleet emissions to contribute to the Council's annual scope 3 emissions reporting.

Civil Emergencies

- 1.87. The Contractor may be required to provide labour and plant on a day work basis, for dealing with civil emergencies such as flooding, oil pollution, clearance of snow and ice and other similar matters.
- 1.88. The Authorised Officer shall not call upon the workforce unless absolutely necessary and will not request personnel to carry out tasks needing specialist training or for which they are not suited.
- 1.89. By agreement with the Contractor, the Authorised Officer may request that certain key employees be trained in dealing with aspects of dealing with civil emergencies. All arrangements, admin, training costs, wages and any other costs, which are approved by the Authorised Officer, will be paid by the Council.

Special Occasions

- 1.90. There may be instances where special events (e.g. fairs, carnivals, etc) require that some public conveniences be kept open after the normal specified closing times. Confirmation of these events will be given to the Contractor beforehand, and he will be deemed to have included for any later closing arrangements within his tender.
- 1.91. The locations generally affected by such events are shown in section 4B, but there may be other additional locations.

Waste, Hazardous Waste, and Recycling

- 1.92. The Council supports and adopts policies and practices to act responsibly for minimising waste at source. However, it acknowledges the statutory requirements for the proper management and handling of all elements of the waste stream. The Council would expect a Contractor to have in place robust policies and practices for managing and handling waste arisings on

this Contract, which are in accordance with all legislation governing such matters and reflect the policies and practices adopted by the Council. The Council will require sight of documentation demonstrating the Contractor's waste policies and practices.

- 1.93. All non-recyclable waste will be placed in appropriate waste bags and removed to the nominated waste storage point. Recyclable waste may be recycled.
- 1.94. All waste collected from public conveniences must be transported on the day of collection to a disposal site agreed by the Authorised Officer; this will be in accordance with the requirements of current environmental legislation.
- 1.95. Clinical waste shall be disposed of strictly in accordance with the provisions of the Health and Safety at Work Etc Act 1974 and Environmental Protection Act 1990 and any Regulations made under the Act.

2. Specification

- 2.1. Each location shall be visited, inspected, cleaned and maintained in accordance with this Specification at the number of times daily, in the periods indicated, on each of the days required, for each of the locations listed in Appendix 2 throughout the year.
- 2.2. Subject to the restrictions imposed in any other paragraph of this document, cleaning and maintenance work may proceed between the hours of 6.30am and 5.00pm provided that the work is organised in such a manner as to cause the minimum obstruction to the public. A "Temporary Closed for Cleaning" sign shall be displayed during the periods when work is carried out. The Contractor's employees shall discreetly ensure that the premises to be cleaned are not being used by members of the public unless the said employees are of the same sex as the persons using the area to be cleaned.
- 2.3. The Contractor shall undertake the following specific items of work to the entire satisfaction of the Council or its representative:
 - Empty, cleanse, sanitise and replace as necessary sanitary containers and dispose of contents as required by the relevant Codes of Practice relating to Clinical Waste.
 - Wash with clean water containing a suitable cleansing agent and dry all hand basins, taps, mirrors, sanitary fittings, tiled areas and ledges.
 - Remove all stains, cleanse and sanitise all WC seats (leaving dry), cistern handles, WC pans, urinals, door handles and bolts. Remove all cigarette ends, chewing gum, litter etc. from urinals, sinks, WC pans. Cleanse, sanitise and dry all lifting bars/grab rails in disabled facilities. Provide and replenish urinal screen deodorising mats.
 - Cleanse and sanitise all areas of internal walls, partitions and doors up to 2 metres above ground level and remove superficial graffiti.
 - Thoroughly sweep and clean all floors, including entrances, drainage channels and gullies and thoroughly cleanse with hot water containing a suitable cleansing agent, rinse and remove standing water.
 - Replenish toilet rolls, toilet tissues, paper towels, disposal bags and soap (where these facilities are provided) as necessary.
 - Sweep and clear any litter and/or accumulated rubbish from external paths, disabled access ramps and areas immediately adjoining, where necessary, so as to leave the area in a tidy and safe condition.
 - Effect minor repairs as specified under Minor Repairs below, check buildings for damage or structural defects including water services and immediately report to the Council any defects. Graffiti which is impossible to remove must also be reported.

- Any health and safety concerns such as damaged equipment, exposed wiring, trip hazards etc. should be reported immediately to the Council and the section/facility closed as appropriate until it can be made safe.
- Remove cobwebs at all levels including window frames, doors, ceilings, light fittings, and entrances.
- Remove all silt and deposits from overflows, trap seats and waste fittings of wash-hand basins and sinks. Thoroughly cleanse underneath bowls and urinals, and any exposed pipework.
- Clean all windows internally and externally.
- Empty all waste receptacles where provided and dispose of contents in accordance with the relevant legislation.
- Remove all sweepings and refuse from the locations and dispose of in accordance with the relevant legislation.
- Where they exist, central service/storage areas are to be kept clean, tidy, litter/rubbish-free and in a safe condition at all times, to the entire satisfaction of the Council.

Minor Repairs -The Contractor shall undertake the following minor repairs:

-

- Removal of superficial graffiti.
- Bulb and tube replacement, where necessary.
- Remove weeds from paths etc. at the immediate approaches to the toilets and cut back vegetation, small branches up to 2m etc. that may be impeding access, touching windows or interfering with the operation of the facility.
- Removal of mildew/mould growth where regular cleaning has not been effective.
- Clear toilet blockages as and when required using standard equipment such as rodding.
- Repair/replace locks to cubicles as required.
- Tighten loose toilet seats, door hinges, toilet roll holders, and soap dispensers when required.

2.4. All other items requiring repair or replacement including electric hand dryers, mirrors, weighing or other machines, cracked or broken glazing, toilet roll/tissue holders, WC bowls, seats and covers, hand basins,

- urinals, cisterns, door panels and wall tiles shall immediately, upon discovery, be reported to the Council electronically/in writing.
- 2.5. If any toilet block or part thereof is discovered to be so vandalised as to be rendered unfit/unsafe for public use, the block or part thereof is to be locked and the facts reported immediately to the Council as above. Temporary signage must be erected to advise that the block or part thereof is closed for repair.
 - 2.6. The contractor may be asked to complete repairs to the facilities from time to time outside of the core contract and as set out in 'pricing schedule' Appendix C
 - 2.7. If urgent remedial action is required out of normal working hours, the relevant information shall be reported to the Council's out of hours service on 0330 1233517 or 01424 787868.
 - 2.8. The Contractor shall use his best endeavours to conserve water and electricity, in particular ensuring that the need for all necessary repairs to the water supply system is drawn immediately to the Council's attention and that lighting is switched off whenever appropriate, but not so as to place the public at risk.
 - 2.9. In the event of any of the Contractor's employees witnessing any acts of vandalism or improper and disorderly conduct on the part of any person with respect to the conveniences, the facts must be reported forthwith to the Police, and to the Council and confirmed in writing to the Council within 24 hours.
 - 2.10. From time to time the Council displays signs in public conveniences regarding reporting of damage, vandalism, health issues and the like. These shall be cleaned within general cleaning duties. If they become damaged, illegible or otherwise unserviceable this shall be reported to the Council within 48 hours of discovery.
 - 2.11. The Contractor's operatives must have ready communication with the Contractor's Supervisor to ensure immediate information on defects and defaults at all times and to receive special instructions.
 - 2.12. The Contractor Supervisor must be contactable at all times during standard operating hours and must provide relevant contact information including mobile phone numbers to the Council.
 - 2.13. The Contractor's operatives must ensure that conveniences that are closed are properly secured (windows closed, external gates secured, etc.).

3. A. Cleansing and Maintenance Frequencies (General)

Part One – Daily

1	Waste Receptacles, Paper Towel Dispensers and Hand Driers	<p>Waste receptacles are to be emptied and contents disposed of in accordance with the relevant legislation.</p> <p>Equipment to be thoroughly washed with a germicidal detergent solution. Paper towels to be replenished as necessary. All waste to be treated as commercial waste. Should the contractor discover any waste that falls under the definition of Clinical Waste it must be handled, transported and disposed of in accordance with the relevant legislation. The contractor shall have in place procedures for dealing with Clinical Waste to the satisfaction of the Council. Discarded hypodermic equipment, needles and other drug taking equipment are occasionally found in public conveniences. These should be dealt with in accordance with the appropriate Health and Safety provisions and all relevant legislation. The Duty of Care must be exercised in all cases to ensure any persons do not become injured or infected from any hypodermic equipment or needle. This applies to all operations on this contract.</p>
2	Mirrors	Mirrors are to be thoroughly cleaned and finished with a dry cloth so as to be free of smears and other marks.
3	Soap Dispensers	Soap Dispensers are to be refilled when less than half full and wiped clean with clean water containing a suitable cleansing agent. All dispenser outlets must be cleaned and freed from blockage. Liquid soap shall be of a suitable type for the apparatus and comply with environmental and vandalism aspects – Ideally alcohol free.
4	Wash-hand Basins and Sinks	The surfaces of appliances (internal and external of wash-hand basins and sinks where exposed) and taps are to be washed with clean water and a suitable cleansing agent. Where necessary, mildly abrasive cleaning cream or paste shall be used on the inside surface of the appliance.
5	Sanitary Towel Disposal Unit & Nappy Disposal Units and baby change facilities	Exteriors and surfaces are to be wiped clean using clean water and germicidal detergent. Care should be taken to ensure water does not enter electrical equipment.
6	Doors, Partitions, Frames and Walls	Clean and sanitise all areas of internal walls, partitions and doors (including cubicle door handles/locks) up to 2 metres above ground level

		and remove superficial graffiti. Surfaces to be dry wiped to finish.
7	Urinals	All surfaces of urinals, both inside and outside and associated pipework, including all surfaces of urinal bowls and urinal positions are to be washed down using clean water containing a germicidal solution. Particular attention is to be paid to channels, outlets, adjacent walls and floor areas around urinals. If necessary, the cleaning solution shall be supplemented with mildly abrasive cleaning cream or paste. Cisterns (where showing), flush pipes and fittings are to be thoroughly cleaned with clean water containing a suitable cleansing agent. All debris is to be removed from the channels/urinals.
8	Lavatory Bowls	The inside of the pans are to be scrubbed down with a suitable brush using a germicidal detergent. Particular attention is to be paid to the cleaning of the outside of the bowls, cisterns, WC traps and flushing rims and toilet seat fittings. If necessary, the germicidal detergent shall be supplemented with mildly abrasive cleaning cream or paste. Surfaces are to be left clean and smear free. Toilet seats are to be washed both sides and dry wiped on the upper surface.
9	Toilet Paper/Rolls	Toilet paper/rolls are to be placed in cubicles in or on cubicle fittings as necessary. Any toilet roll/tissue dispenser less than one third full shall be replaced/fully replenished. Fittings are to be cleaned with a suitable cleaning agent and dry polished. The toilet paper/tissue used shall be of a good quality and of a soft type.
10	Disabled Facilities Grab Rails	Damp wipe with a germicidal detergent solution dry wipe to leave in a safe, useable condition.
11	Window Ledges	Wash with clean water containing a suitable cleansing agent up to 2 metres above floor level.
12	Floors	Remove litter, including discarded toilet paper, and impacted soil and sand, sweep and thoroughly cleanse with clean water containing a suitable agent, paying particular attention to corners and edges. Rinse and remove all standing liquid. Floors are to be left in a safe condition. Where appropriate, warning "cleaning in progress/wet floor" signage to be erected for duration of cleaning visit.
13	External Areas	Sweep and clear litter and/or accumulated rubbish from external paths, disabled access ramps and areas immediately adjoining, where necessary, so as

		to leave the area in a tidy safe condition. Remove litter, dust, and detritus from external window ledges.
14	Additional Requirements	Toilets at Camber will require particular attention throughout the working day in respect of removing sand deposits.
15	Changing Places Facilities	This will require checking that equipment is operational and cleaning of all additional equipment (including tables, hoists etc.) with germicidal detergent.

Part Two – Monthly

1	Ceilings	Remove all dust, cobwebs, and detritus.
2	Windows and Frames (Internal)	Wash with detergent and finish with a damp leather or similar. Leave smear free.
3	Floors	Thoroughly scrub all floors, drainage channels and gullies including entrances with hot water (where available) containing a suitable cleansing agent and remove all standing water. Floors to be left in a safe condition. Where appropriate, warning “cleaning in progress/wet floor” signage to be erected for duration of cleaning visit.
4	Light Fittings	Remove all dust and cobwebs on external surfaces.
5	Internal Walls, Partitions, Doors and Frames	Cleanse and sanitise all areas of internal walls, partitions and doors up to ceiling height and remove superficial graffiti.
6	Windows and Frames (External)	Wash and finish with a damp leather or similar.
7	Partitions and Doors	Remove dust from top surfaces.
8	Sparge Pipes and Flushing Fittings	Any unpainted metal surfaces are to be thoroughly cleaned and dry polished using a suitable cleansing agent.

3. B. Schedule of Cleansing and Maintenance Frequencies and additional requirements

Lot Number	Area	Location ref	Location	Frequency		Additional Requirements
				Summer	Winter	
Lot 1	Battle	1	Battle Market	A	B	1,3
Lot 2	Bexhill	2	Bexhill Cemetery	C	C	4
		3	Channel View East	A	B	1,3
		4	East Parade	A	No service	1,3
		5	Egerton Park	A	B	1,3
		6	West Parade	A	B	1,3
		14	Little Common Recreation Ground	E	E	5
		15	Polegrove Grandstand	E	E	5
Lot 3	Rye	7	Lucknow Place car park	A	B	1,3
		8	Station Approach	A	B	1,3
	Rural	9	Winchelsea Town (disabled only)	C	C	1
		10	Winchelsea Beach (disabled only)	C	No service	1
Lot 4	Camber	11	Camber West car park (old)	D	No Service	2
		12	Camber West car park (new)	D	No Service	2
		13	Camber Central car park	D	C	1

N.B Summer is between Friday prior to Good Friday and first Sunday in October, winter is between the Monday following the first Sunday in October and the Thursday of the week preceding Good Friday.

Frequency of Cleaning

A-D	Frequency
A	Toilets to receive a minimum of three cleaning visits per day during the summer period (Friday prior to Good Friday to first Sunday in October). There should be a minimum of 2½ hours between each visit with the third visit being made in the afternoon. However, it should be noted that these toilets are subject to very heavy peak demands and further additional cleaning may be required to ensure that specified standards are achieved at one hourly intervals between the hours of 10.00 hrs and 19.00 hrs. The Contractor is to provide for this additional cleaning at no extra cost.
B	Toilets to receive two cleaning visits per day. There is to be a minimum of 4 hours between each visit. It may not be necessary to perform a complete cleaning operation on one of the visits, but the specified standards must be achieved on the completion of each visit.
C	Toilets to receive one cleaning visit each day.
D	<p>Toilets open for summer period (Friday prior to Good Friday to the first Sunday in October) to receive a minimum of one cleaning visit each day.</p> <p>According to the coastal red/amber/green (RAG) matrix which indicates weather/anticipated visitor numbers and is issued 5 days in advance (but subject to change at shorter notice):</p> <ul style="list-style-type: none"> • on a red or red/amber day there should be a minimum of 2 x FTE cleaners at all times on a cleaning rota between the three facilities from 10.00 hrs 18.00 hrs • on an amber or amber/green day there should be a minimum of 1 x FTE cleaners on a cleaning rota at all times between the three facilities from 10.00 hrs 18.00 hrs <p>Facilities must receive such further treatment as necessary to ensure that the specified standards are achieved at one hourly intervals between the hours of 10.00 hrs and 18.00 hrs. On closing at the termination of the summer period, toilets are to receive a thorough cleaning although consumables need not be replenished on this occasion.</p>
E	Toilets to receive one cleaning per week

Additional Requirements

1-4	Additional Requirements
1	<p>The Contractor is to lock and secure the toilets in accordance with the following timetable: -</p> <ul style="list-style-type: none"> • Toilets to be locked @ 18.00hrs 1st October – 31st March. • Toilets to be locked @ 20.00hrs 1st April – 30th September. <p>All toilets to be unlocked by 08.00 hrs unless otherwise specified or instructed.</p>
2	<p>The Contractor is to lock these toilets at 20.00 hrs and open them by 08.00 hrs.</p>
3	<p>Toilets required to be kept open later than normal specified time and/or for duration of special occasion. Particular requirements to be confirmed with the Contractor at the time. Past experience has shown a requirement for arrangements at or during the following events. However, this list is not exhaustive and it may be subject to change.</p> <p><u>Bexhill</u></p> <ul style="list-style-type: none"> • Carnival week (usually during July) • Late night Christmas shopping • Any other community or sporting events <p><u>Battle</u></p> <ul style="list-style-type: none"> • Bonfire celebrations • Late night Christmas shopping • Any other community or sporting events <p><u>Rye</u></p> <ul style="list-style-type: none"> • Bonfire celebrations • Late night Christmas shopping • Jazz Festival • Any other community or sporting events
4	<p>Bexhill Cemetery is closed at dusk and opens at 08.00 hrs. The toilet will be available for cleaning only during those hours the Cemetery is open.</p>
5	<p>Little Common Recreation Ground and Polegrove Grandstand toilets will be opened and closed by sports clubs during sports fixtures. The cleaning contractor must unlock the site to clean and re-lock prior to leaving the site.</p>

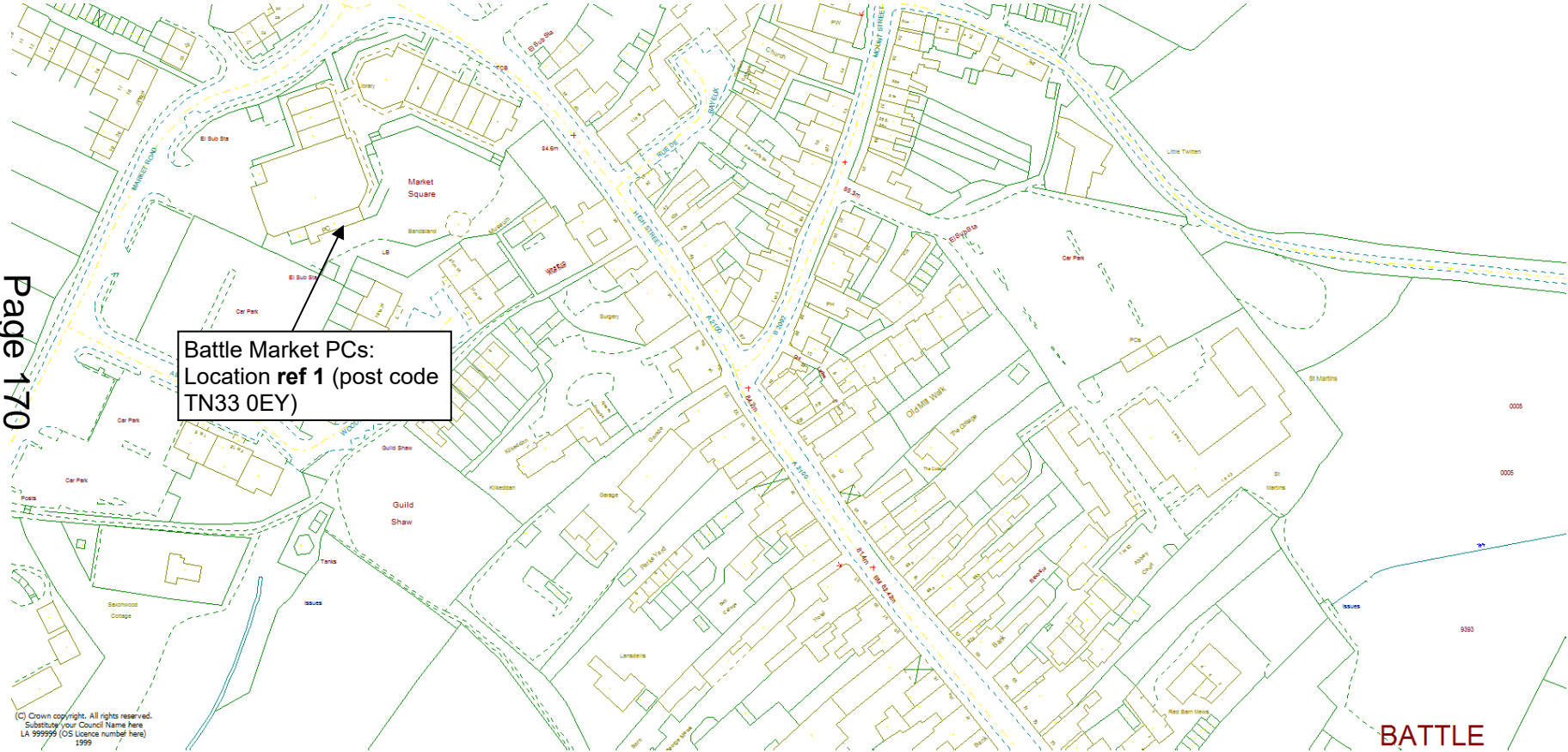
Notes for Bills of Quantities

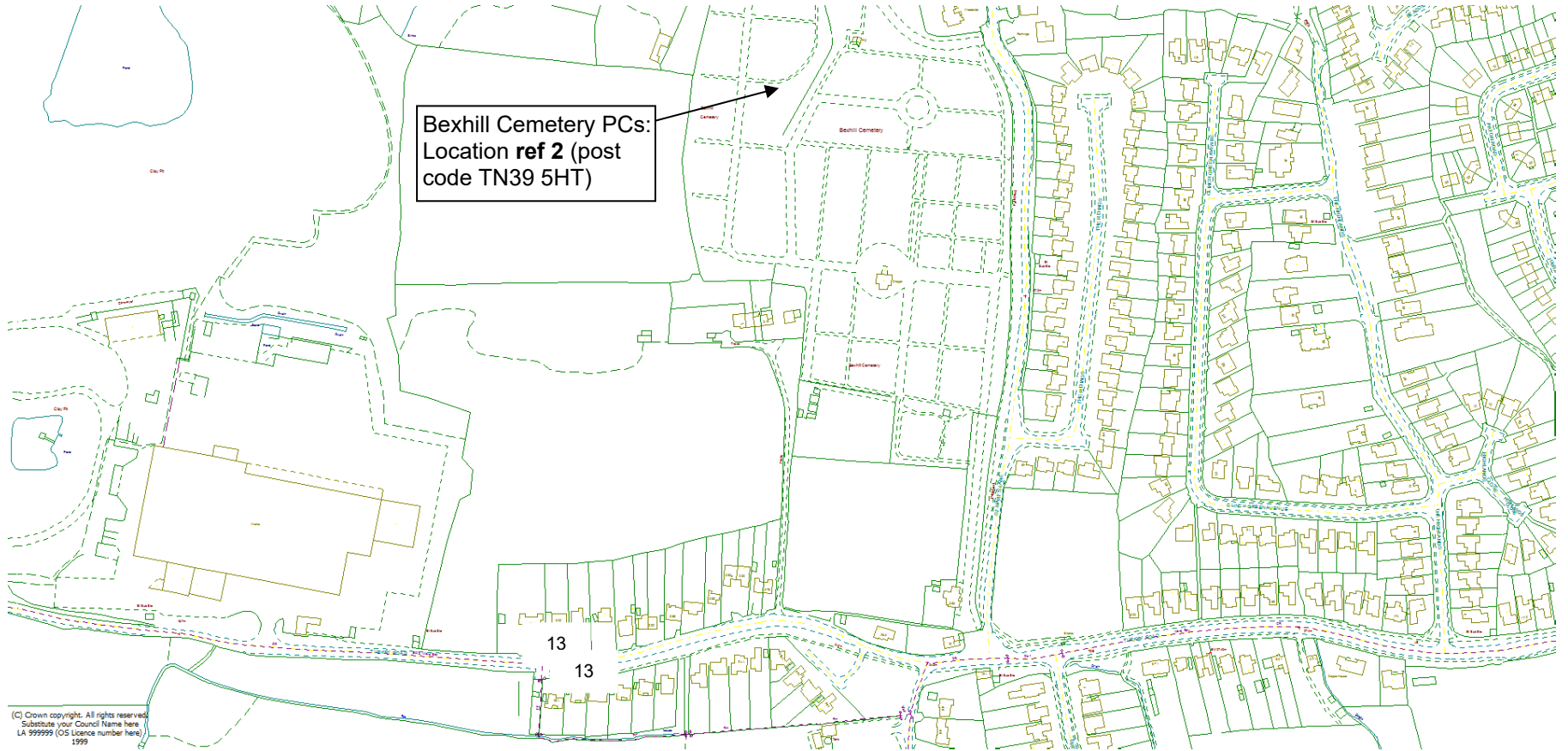
- 3.1. Attention is directed to all the documents comprised in the Tender documents and these are to be read in conjunction with the Bills of Quantities. The Contractor should visit the area to satisfy himself as to the local conditions, the full extent and character of the operation, the supply and conditions affecting labour and all other factors which could affect the execution of the Contract generally as no claims on the grounds of want of knowledge will be entertained.
- 3.2. The Council will be available during the Tender period to answer any queries that Tenderers may have on the matters referred to above or the existing public conveniences service. The Council does not have the power to alter any of the documents or intent of this Tender but if in the Tenderer's opinion there is any omission, inaccuracy or clarification required in the Tender documents then the Tenderer should submit his views in writing in accordance with the Invitation to Tender.
- 3.3. Should there be any doubt or obscurity as to the meaning of any item in the Bills of Quantities, the Contractor is to set forth the particulars of such doubt in writing before sending in any tender in order that such obscurity may be removed for, should any misunderstanding arise during the progress of the works, the decision of the Council as to the true intent and meaning of any quantities, conditions, word, sentence, shall be conclusive and binding.
- 3.4. All the services provided under this Contract will be subject to regular quality inspection.
- 3.5. The Bill of Quantities is in two Parts:
 - Part I quantifies the total workload for all locations for operations and services specified in the Contract. The summation of items forms the Contract Sum and should be transferred to the form of Tender.
 - Part II comprises those Bills which will apply to occasional and day work (measured rates) carried out in accordance with the instructions of the Council. In the operation of the contract, it may be necessary to order additional work from time to time over and above that which is included in the Tender. Such additional work will be paid at the rates quoted in the Schedule of Rates. Situations may arise which will not be covered by the Bill of Quantities or Schedule of Rates. Day works (measured) rates will only be used where the provision of labour and equipment, machinery and vehicles are not specifically covered by Bill or Schedule of Rate items.
- 3.6. Each item shall be priced independently of any other works scheduled in the Bills of Quantities and shall, unless otherwise specified, include all costs necessary to make a complete job to the entire satisfaction of the Manager. Each item in the Bills of Quantities shall be priced. Reference

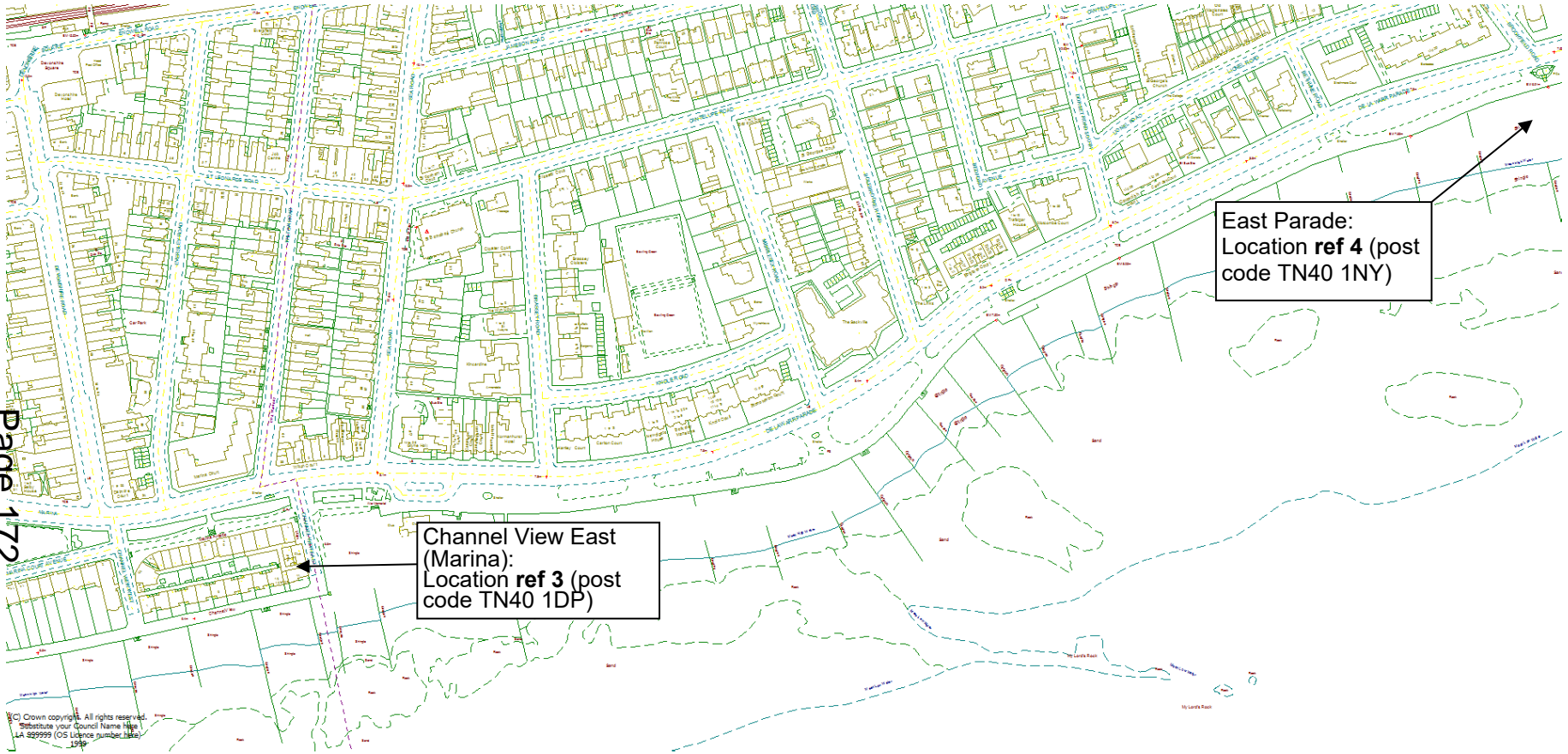
to “Lock/unlock per occasion” should be priced to include both operations as one element.

- 3.7. The quantities of work and frequencies of repetition specified in the Specification and Bills of Quantities represent the standard of service that the Council currently provides. However, in accordance with the provisions of the Conditions of Contract, the Council reserves the right to increase or decrease the service standards in accordance with the rates in the Bill of Quantities and only the amount of work executed will be paid for at the given rates. It is intended that such variations would take place in April in any year but may be varied at any time in accordance with the Conditions of Contract.
- 3.8. It should be noted that the number of days per year shown as 182 in the Bill of Quantities represents the average number of days for the period between the preceding Friday before Good Friday and the first Sunday in October. However, this quantity is not guaranteed and is given for the purpose of enabling contractors to submit their tenders on the equal basis and to enable the Council to compare the same. Again, only the amount of work executed, whether more or less than 182 days, will be paid for at the given daily rates.
- 3.9. The prices and rates to be inserted in the Bills of Quantities shall be the full inclusive value of the work described under the several items including costs and expenses excluding VAT, which may be required to provide a satisfactory public convenience cleaning service together with all general risks, liabilities and obligations set forth in or implied as necessary to comply with the Conditions of Contract, the Specification and all documents forming part of the Contract.
- 3.10. The rates which are entered by the Contractor in the Schedule of Rates and Day Work Rates will be taken into account by the Council in awarding the Contract.
- 3.11. The Contractor may or may not be offered all additional work required by the Council for building cleaning services in relation to public conveniences, whether existing or additional. The Council reserves the right to place additional work elsewhere.

Appendix 1 Location of Public Conveniences



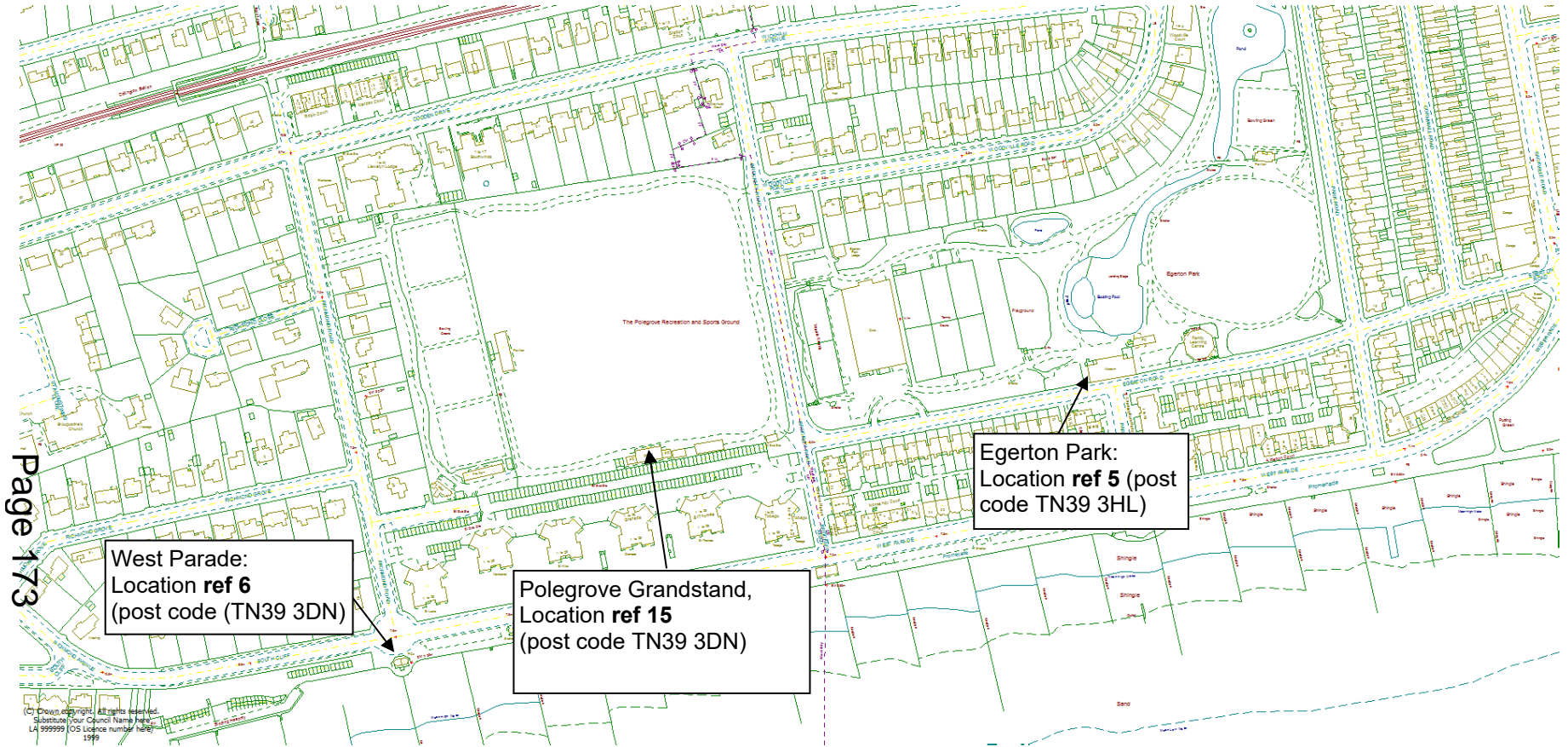


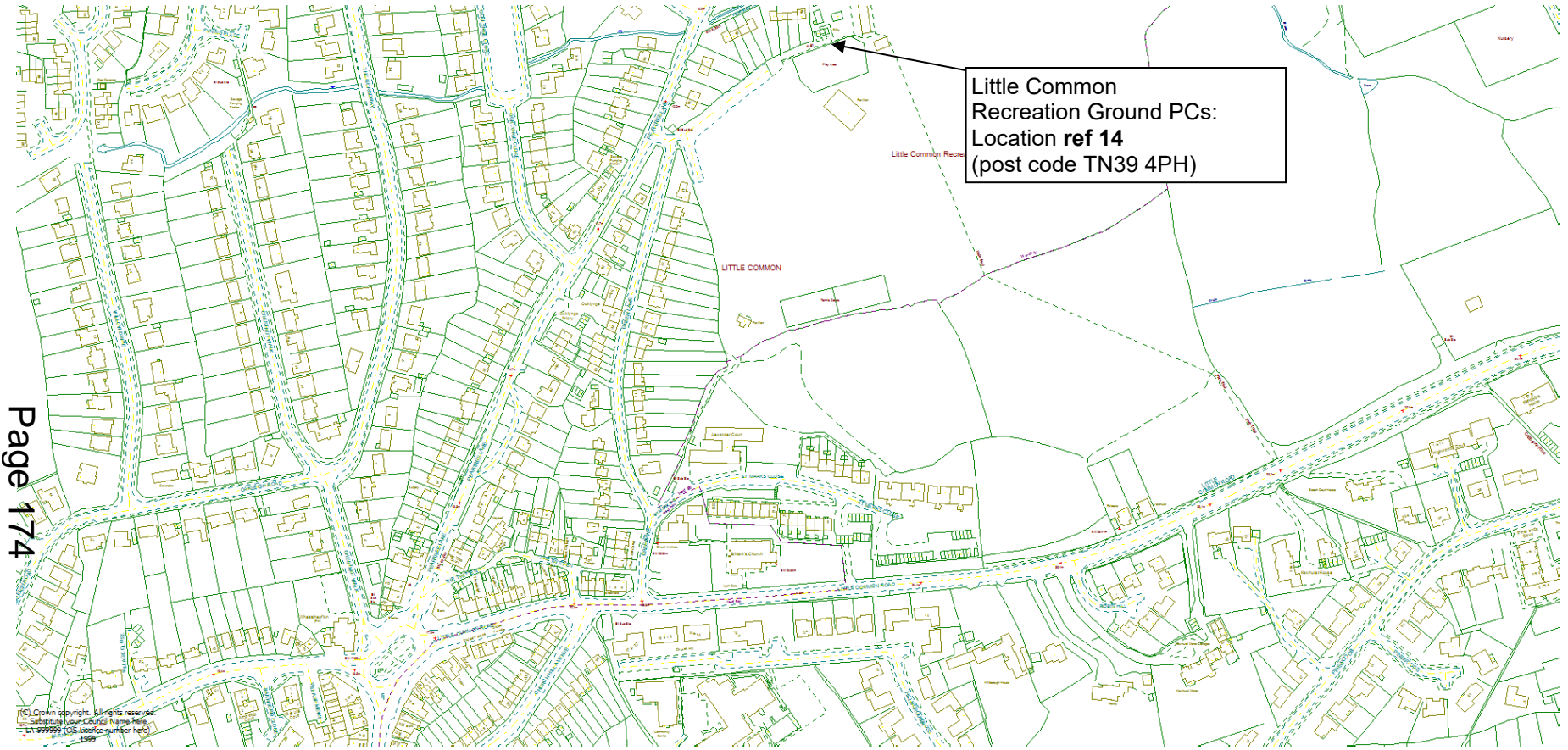


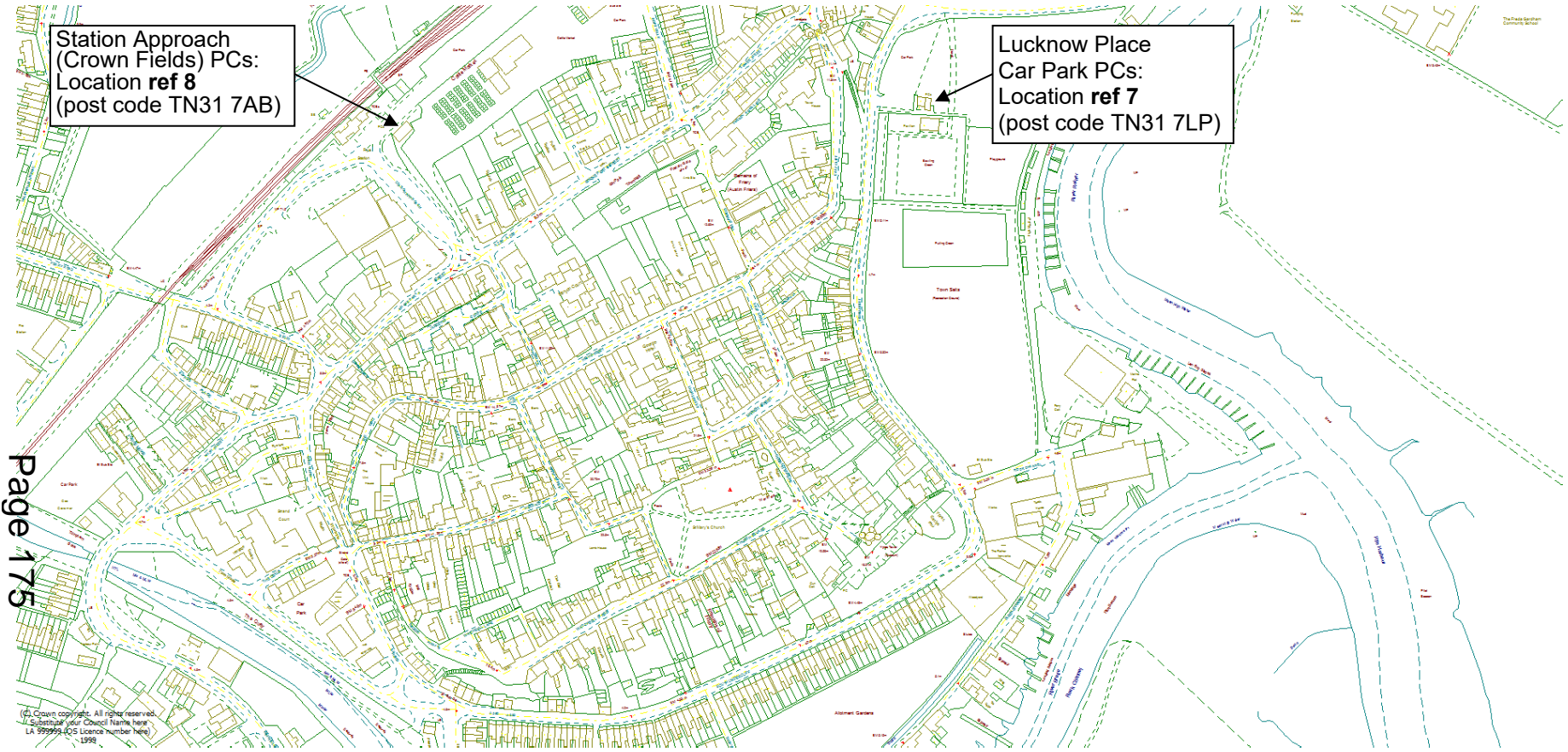
Channel View East
(Marina):
Location ref 3 (post
code TN40 1DP)

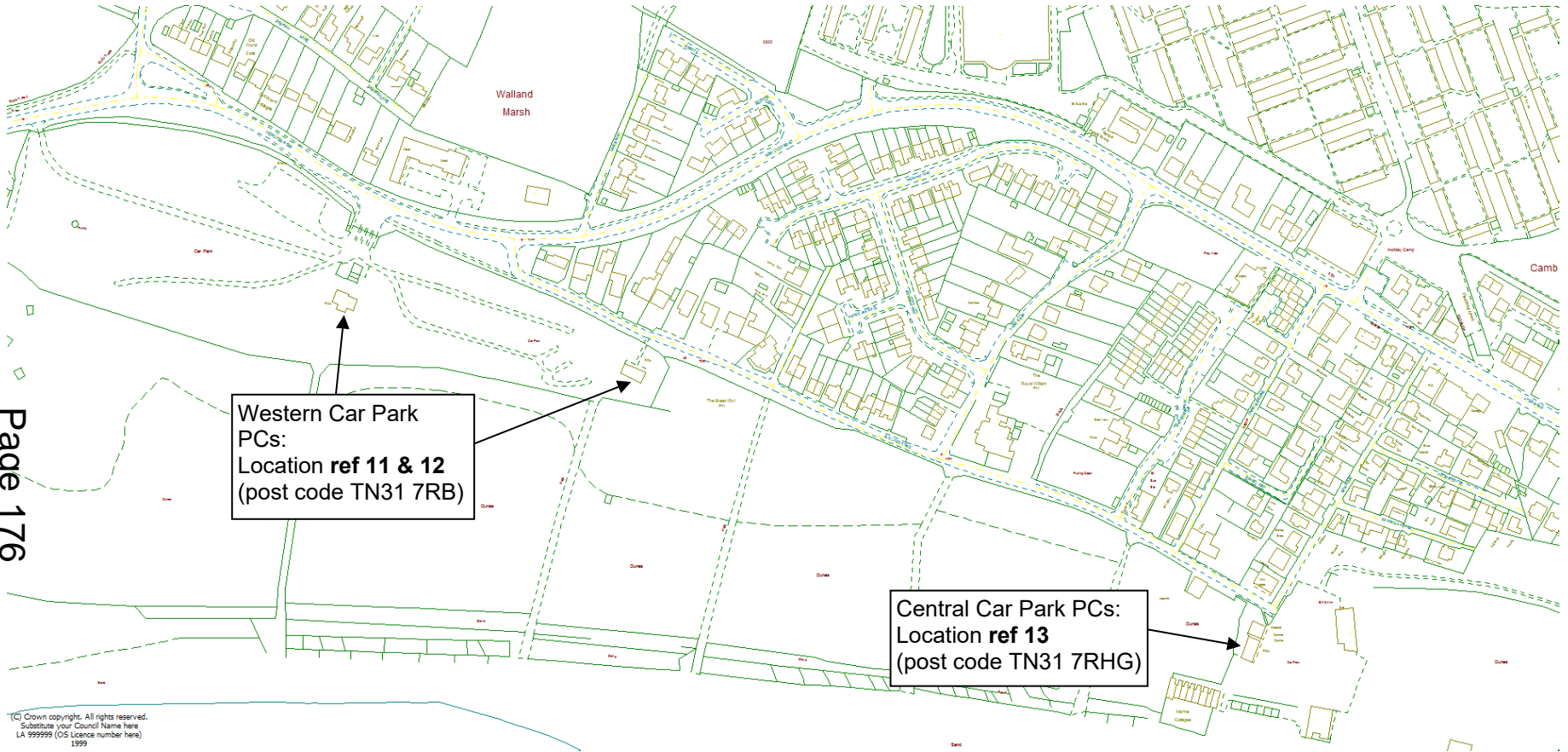
East Parade:
Location ref 4 (post
code TN40 1NY)

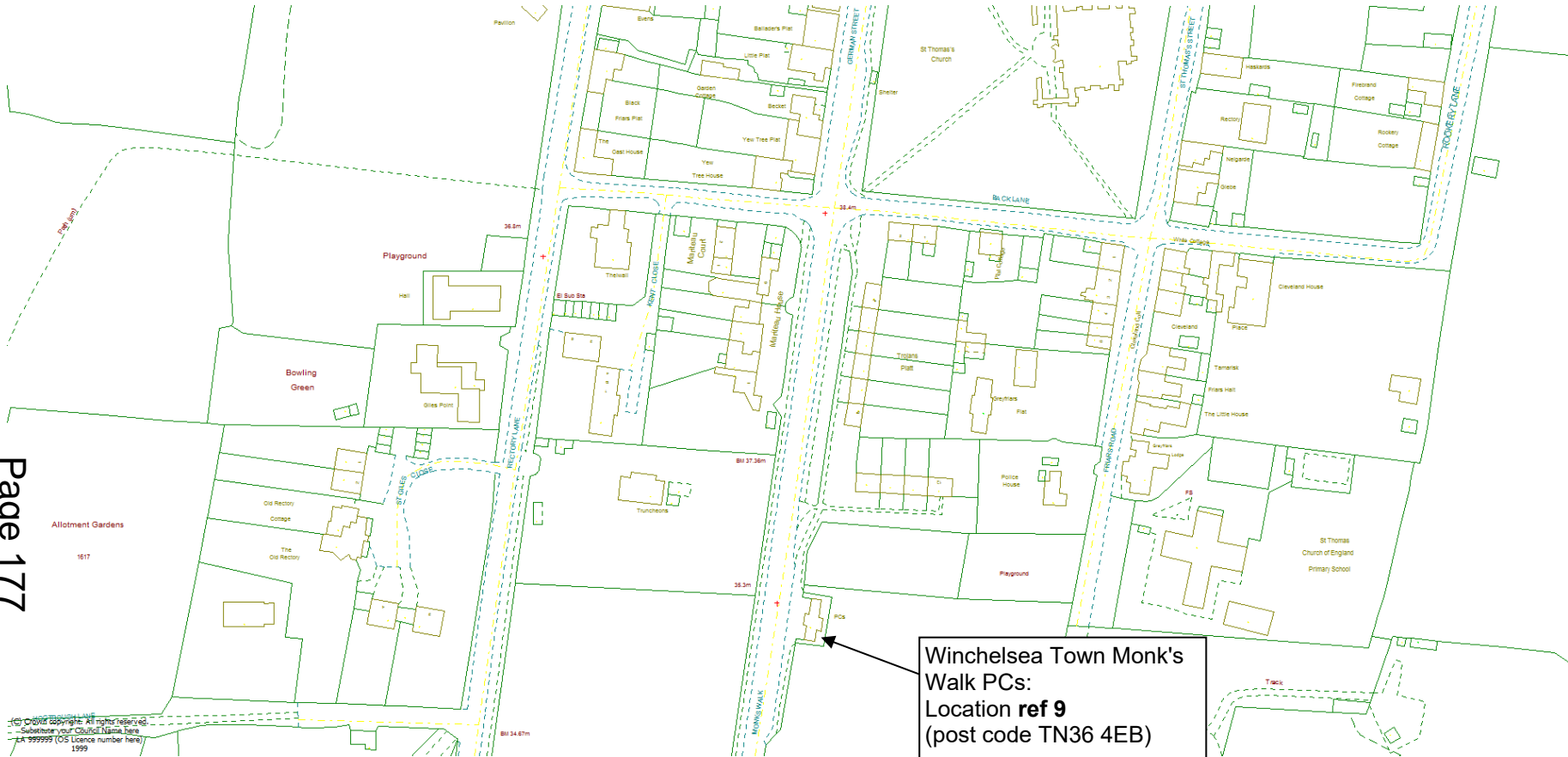
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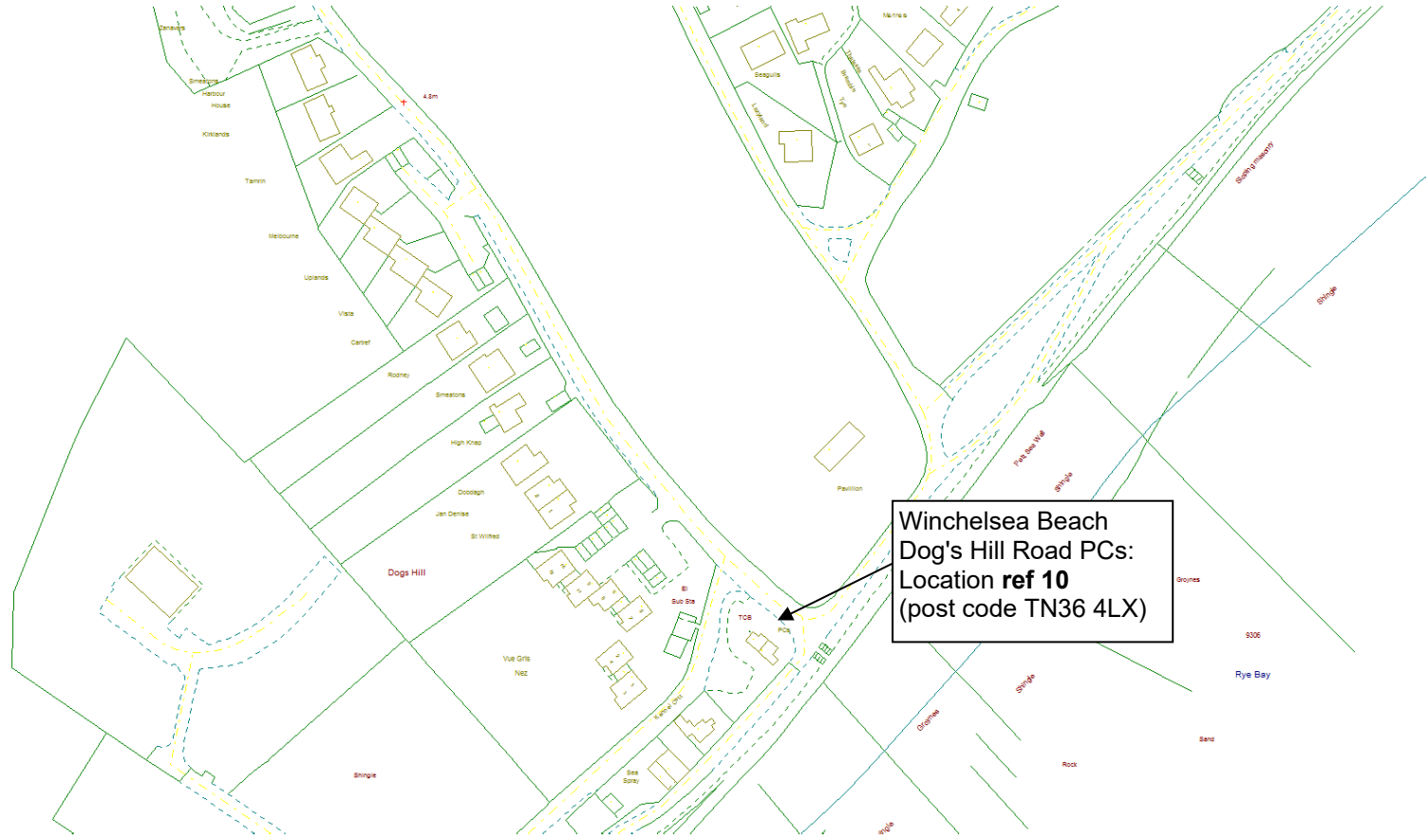








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Substitute your Council Name here
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Appendix 2 – Description of Locations

Location ref	Location	Floor Area (m2)	Window Area (m2)	No. of WCs	No. of wash-hand basins	No. / length of urinals	Hot (H)/Cold (C) water supply	Hand drying arrangements – Electric Hand Appliance (EHA) / Paper Towels (PT)	Soap arrangements: Liquid (L) or Bar (B)	Bin & Sanitary Towel (ST) disposal arrangements
1	<u>Battle Market</u>									
	Male	22.0	2.7	4	2	x5	C	EHA	L	-
	Female	22.0	2.7	6	3	-	C	EHA	L	ST
	Disabled	7.0	1.0	1	1	-	C	EHA	L	-
	Parent & Baby	2.0	-	1	1	-	C	EHA	L	ST Machine
2	<u>Bexhill Cemetery</u>									
	Male	6.0	1.0	1	1	x2	C	PT	L	Bin
	Female	2.5	.25	1	1	-	C	PT	L	Bin
	Disabled	3.5	.25	1	1	-	C	PT	L	Bin
3	<u>Bexhill - Channel</u>									
	<u>View East</u>									
	Male	26.8	1.8	5	3	x5	C	EHA	L	Bin
	Female	30.7	3	7	4	-	C	EHA	L	Bin & ST
	Disabled (Male)	3.0	-	1	1	-	C	EHA	L	Bin
	Disabled (Female)	3.0	-	1	1	-	C	EHA	L	Bin
	<i>Parent & Baby facilities contained in female PC.</i>									

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Location ref	Location	Floor Area (m2)	Window Area (m2)	No. of WCs	No. of wash-hand basins	No. / length of urinals	Hot (H)/Cold (C) water supply	Hand drying arrangements – Electric Hand Appliance (EHA) / Paper Towels (PT)	Soap arrangements: Liquid (L) or Bar (B)	Bin & Sanitary Towel (ST) disposal arrangements
4	<u>Bexhill - East Parade</u> Male Female Disabled	16.6 23.5 4.0	1.7 1.0 0.6	4 - -	2 2 1	x4 - -	C C C	EHA EHA EHA	L L L	- Bin Bin
5	<u>Bexhill - Egerton Park</u> Male Female Disabled	10.2 14.0 3.0	1.44 2.0 0.2	2 3 1	1 1 1	2mtr - -	C C C	EHA EHA EHA	L L L	- - Bin
6	<u>Bexhill - West Parade</u> Male Female Disabled	12.6 14.0 2.4	0.8 0.7 0.3	2 3 1	1 1 1	1.7mtr - -	C C C	EHA EHA EHA	L L L	- - Bin
14	<u>Bexhill – Little Common Recreation Ground</u> Male Female Disabled	7.4 9.5 4.0	0.9 1.0 -	1 2 1	1 1 1	2mtr - -	C C C	EHA EHA EHA	L L L	- - -

Location ref	Location	Floor Area (m2)	Window Area (m2)	No. of WCs	No. of wash-hand basins	No. / length of urinals	Hot (H)/Cold (C) water supply	Hand drying arrangements – Electric Hand Appliance (EHA) / Paper Towels (PT)	Soap arrangements: Liquid (L) or Bar (B)	Bin & Sanitary Towel (ST) disposal arrangements
15	<u>Bexhill – Polegrove Grandstand</u>									
	Male	28.0	4.5	2	3	3.6mtr		EHA	L	-
	Female	28.5	0.6	6	3	-		EHA	L	-
	Disabled	2.8	0.16	1	1	-		EHA	L	-

Location ref	Location	Floor Area (m2)	Window Area (m2)	No. of WCs	No. of wash-hand basins	No. / length of urinals	Hot (H)/Cold (C) water supply	Hand drying arrangements – Electric Hand Appliance (EHA) / Paper Towels (PT)	Soap arrangements: Liquid (L) or Bar (B)	Bin & Sanitary Towel (ST) disposal arrangements
7	<u>Rye - Lucknow Place Car Park</u>									
	Male	24.0	1.5	4	2	4.2mtr	C	EHA	L	-
	Female	27.0	2.0	5	2	-	C	EHA	L	ST (baby)
	Disabled	4.0	0.2	1	1	-	C	EHA	L	-
	<i>Parent & Baby facilities contained in female PC.</i>									
	<u>Rye - Station Approach</u>									
	Male	19.0	1.5	3	2	3.4mtr	C	EHA	L	-
	Female	40.0	1.5	13	5	-	C	EHA	L	Bin x 2 & ST
	Disabled	4.0	0.2	1	1	-	C	EHA	L	-
	<i>Parent & Baby facilities contained in female PC.</i>									

Location ref	Location	Floor Area (m2)	Window Area (m2)	No. of WCs	No. of wash-hand basins	No. / length of urinals	Hot (H)/Cold (C) water supply	Hand drying arrangements – Electric Hand Appliance (EHA) / Paper Towels (PT)	Soap arrangements: Liquid (L) or Bar (B)	Bin & Sanitary Towel (ST) disposal arrangements
9	<u>Winchelsea Town</u>									
	Male -closed.	19.2	3.7	2	1	x2	C	EHA	L	-
	Female -closed.	18.0	5.0	3	2	-	C	EHA	L	-
	Disabled -open to all users	3.6	1.0	1	1	-	C	EHA	L	-
10	<u>Winchelsea Beach</u>									
	Male -closed.	18.5	1.5	2	1	2mtr	C	EHA	L	-
	Female -closed.	18.0	2.0	6	1	-	C	EHA	L	-
	Disabled -open to all users	4.5	0.4	1	1	-	C	EHA	L	-

Location ref	Location	Floor Area (m2)	Window Area (m2)	No. of WCs	No. of wash-hand basins	No. / length of urinals	Hot (H)/Cold (C) water supply	Hand drying arrangements – Electric Hand Appliance (EHA) / Paper Towels (PT)	Soap arrangements : Liquid (L) or Bar (B)	Bin & Sanitary Towel (ST) disposal arrangements
11	<u>Camber West Car Park (old)</u> Male Female Disabled	30.0 35.0 2.0	2.0 8.0 -	3 9 1	5 4 1	6.0mtr - -	C C C	EHA EHA EHA	L L L	- 2 x Bin, 9 x ST* ST*
12	<u>Camber West Car Park (new)</u> Male Female Disabled <i>Parent & Baby facilities contained in female PC.</i>	25.0 51.0 2.5	0.5 1.0 -	4 12 1	4 6 1	3.6mtr - -	C C C	EHA EHA EHA	L L L	- 2 x Bin, 12 x ST* ST*
13	<u>Camber Central Car Park</u> Male Female Disabled <i>Parent & Baby facilities contained in female PC.</i>	30.0 68.0 5.0	- - -	5 13 1	3 9 1	4.0mtr - -	C C C	EHA EHA EHA	L L L	- 2 x Bin, 13 x ST* ST*

*Alternative sanitary towel disposal arrangements are in place at these locations.

Rother District Council

Report to:	Cabinet
Date:	11 December 2023
Title:	Bexhill Leisure Centre and Bexhill Leisure Pool Freedom Leisure Contract 2024-2026
Report of:	Deborah Kenneally, Head of Neighbourhood Services
Cabinet Member:	Councillor Timpe
Ward(s):	ALL
Purpose of Report:	To propose a new contract for the management of Bexhill Leisure Centre and Bexhill Leisure Pool.
Decision Type:	Key
Officer	
Recommendation(s):	It be RESOLVED : That a proposed new contract with Freedom Leisure for the management of Bexhill Leisure Centre and Leisure Pool for 2024-26 be agreed on the same terms as existing contract and at nil revenue cost to the Council.
Reasons for Recommendations:	To ensure that the Council continues to offer a sustainable level of leisure activities to the community for the next two years whilst options are considered for future leisure provision in Rother.

Introduction

1. The current Bexhill Leisure Centre (BLC) and Bexhill Leisure Pool (BLP) operating contract with Freedom Leisure (FL) ends on 31 March 2024. Both sites in Bexhill are aging in both building structure and in plant and machinery. According to a recent survey completed in 2023, BLC and BLP would require minimum investment of approximately £1.2m and £0.9m respectively in building, plant and machinery alone, without any improvements to the outfitting and internal décor. To continue operating these sites, as they are, without significant future investment to improve the quality of the service, reduce carbon emissions and operating costs will significantly impact the Councils ability to procure a contract of meaningful length and risks increasing costs and poor service provision. In addition to the cost of replacing end-of-life plant and machinery, aging facilities tend to be less attractive to customers and so the risk is a reduction in revenue generation.
2. Rye Sports Centre operates under a separate management contract with FL and runs until 2026. The site and buildings are owned by East Sussex County Council (ESCC) and leased on licence to Rother District Council (RDC). The facility is popular and well used by the local community. RDC's Health and

Wellbeing: Leisure Facilities Strategy (HWLFS) sets out enabling delivery of leisure facilities by working in partnership with local community groups. In agreement with FL, the Council has been working closely with Rye Town Council, a Rye 'working group' and ESCC to support with establishing a Charitable Incorporated Organisation (CIO) to take over the management and operation of the Sports Centre in 2024. The support of Rye Town Council and the local community will ensure the future sustainability of the sports facility in Rye.

New Leisure Operator Contract until 2026

3. The Council adopted the HWLFS 2023 to 2033 in February 2023 which sets out the direction of travel for the district in terms of Vision, Objectives and Key Principles. The strategy highlights the need for the provision of improved facilities including a laned swimming and teaching pool.
4. The key action arising from the adoption of HWLFS was to investigate options for the future delivery of leisure facilities across Rother, and in particular to seek a way forward with the two sites in Bexhill.
5. A soft market test was completed in February 2023 inviting leisure facility operators to identify their potential interest in a new contract. Seven responses were received of which six operate at national level. Most of the contractors would only consider a 10 to 15 year contract period, and better terms for the Council may be achieved if the facilities were new or refurbished to a good standard.
6. In light of the above findings and to allow sufficient time for the Council to consider the future options regarding BLC and BLP, it is proposed a new FL contract be agreed until 2026 on the same terms and specification as the existing contract. In recognition of the short-term nature of this arrangement and as aspects of internal fixtures and fittings are aging it has been previously agreed (CB23/40 refers) that £60,000 would be added to the Capital Programme to support minor improvements to enhance the facilities during the new contract period.
7. Members should note that a two-year contract is very short by industry standards and so does not allow for new operational specifications to be built in without incurring additional costs to the Council. This approach has been taken to ensure the new arrangement is affordable and allows, as far as possible, for increasing requirements for any repairs and maintenance costs during the two years. Members should note that in addition to the modest programme of investment recommended the centres are ageing and will require increasing repair and maintenance, at a cost to the Council. The maintenance and repair costs across the two sites for 2022/2023 was £32,500.
8. The long-term future of leisure facilities and their management will be the subject of a future paper. This will detail the options available to the Council for the provision of leisure facilities from the 1 April 2026. It must be noted that a revenue neutral position is unlikely to continue beyond that date without significant capital investment from the Council, either into refurbishing the existing centres or the development of new facilities.

Conclusion

9. A short-term two-year contract with FL would allow the Council time to consider the future of these two sites and if required procure a sustainable long term leisure operator to manage the Councils leisure facilities.

Financial Implications

10. The repair costs relating to the fabric of the buildings remain the responsibility of the Council. The cost of repairs for the Bexhill centres in 2022/23 was £32,500 and is likely to increase given that the centres continue to age. The proposed contract includes a commitment of £60,000 to be included in the Capital Programme towards refurbishment of specific fixtures and fittings.

Legal

11. Legal and procurement advice has been sought in relation to a new two-year contract with FL. An operator can be appointed on the basis of a two-year agreement whilst ensuring compliance with public procurement rules as the estimated value is under the threshold of the Concession Contracts Regulations 2016; and the Council's own Procurement Procedure Rules by the completion of an exemption report approved by the Chief Executive and the Chief Finance Officer. Comprehensive support and advice for this process will be provided by the legal and procurement services to ensure compliance.

Environmental

12. The contract is short term and, therefore opportunities to improve on existing contract terms relating to carbon reduction are limited. The short nature of the contract and ageing nature of the buildings, plant and equipment means that longer-term refurbishment ambitions are not possible. Any significant ambition to reduce carbon would require long-term planning and investment in carbon reducing technologies, building refurbishment and new equipment. Where the repairing of existing plant and equipment is no longer viable replacement equipment will be obtained according to a balanced view between environmental and cost consideration, and in line with the Council's environment strategy.

Risk Management

13. There is a risk that if a new contract is not in place by 31 March 2024 the BLC and BLP will not have a competent operator in place and the facilities would have to close.

Other Implications	Applies?	Other Implications	Applies?
Human Rights	No	Equalities and Diversity	No
Crime and Disorder	No	Consultation	No
Environmental	Yes	Access to Information	No
Sustainability	No	Exempt from publication	No
Risk Management	Yes		

Chief Executive:	Lorna Ford
Report Contact Officer:	Deborah Kenneally, Head of Neighbourhood Services
e-mail address:	Deborah.kenneally@rother.gov.uk

Appendices:	None
Relevant Previous Minutes:	None
Background Papers:	None
Reference Documents:	None

Rother District Council

Report to:	Cabinet
Date:	11 December 2023
Title:	Coronation Living Heritage Fund
Report of:	Ben Hook, Director - Place and Climate Change
Cabinet Member:	Councillor Field
Ward(s):	All
Purpose of Report:	To present details of the Micro Woods projects and Community Orchard Grants, with a view to gain approval to progress both schemes, assigning the £76,173.50 as awarded by the Department for Environment Food & Rural Affairs (DEFRA) via the Coronation Living Heritage Fund.
Decision Type:	Key
Officer Recommendation(s):	Recommendation to COUNCIL: That the Micro Woods projects and Community Orchard Grants be included in the Council's Capital Programme with budgets of £27,149 and £49,024.50 respectively.

AND

It be **RESOLVED**: That:

- 1) the Director – Place and Climate Change be authorised to accept the Coronation Living Heritage Fund grants totalling £76,173.50 from DEFRA, for the purposes of delivering the above schemes; and
- 2) the Director – Place and Climate Change be granted delegated authority to procure goods and contracts as necessary for the completion of the Micro Woods projects, and to award Grants as appropriate to deliver the Community Orchard Grants scheme, in consultation with the Cabinet Portfolio Holder Environmental and Climate Change issues.

Reasons for

Recommendations: To deliver both the Micro Woods projects and Community Orchard Grant schemes in line with the Coronation Living Heritage Fund requirements.

Introduction

1. The Department for Environment Food & Rural Affairs (DEFRA) Coronation Living Heritage Fund (CLHF) has made £2.5m available to enable more trees to be planted in non-woodland locations and close to where people live, providing a visible and lasting tribute to the King's Coronation within local communities. The CLHF is split into two lots.

2. CLHF Lot 1 offers capital grants to local authorities for the planting of Micro Woods and subsequent establishment costs for up to three years.
3. Micro Woods are small urban plots of land (usually around 200m²) densely planted with a variety of native tree and shrubs to create biodiversity-rich woodland habitats. Prior to planting, the ground is prepared by digging to a depth of at least 1m, turning the soil and adding soil improvers.
4. Micro Woods are well suited to urban and degraded soils, where they assist in restoring the soil biome and improving soil carbon sequestration. The intensive soil preparation, mulching, and watering during establishment results in reduced need for ongoing maintenance, fast growth and establishment rates, and increased resilience and survival rates of the trees. Plots should remain chemical and fertiliser free and do not require cutting or pruning as they are able to sustain themselves once established, providing an important role in supporting local biodiversity.
5. CLHF Lot 2 is an onward grant scheme, enabling local authorities to provide capital grants to community groups for the trees and ancillary items required to create Community Orchards.
6. Community Orchard applications must include at least five fruit or nut trees (there is no maximum), with suitable species and an appropriate layout selected for the proposed site. The orchards will bring communities together to plant and cultivate the trees and will ideally provide additional opportunities to learn new skills such as wildlife identification, horticultural skills, and tree maintenance.
7. These are capital grants to cover the cost of trees and ancillary items. Applicants must evidence their plan to provide the appropriate resources and any associated costs for planting, establishment and maintenance, through engagement with the local community.

Details of the Projects

8. The Council was successful in applying for £27,149 of funding from Lot 1 to plant three Micro Woods, one in each of the eligible locations within the district, namely Battle, Bexhill and Rye. Precise locations are yet to be confirmed and will be identified by officers in liaison with the respective Town Councils and local community groups as required.
9. Subject to approval, Micro Woods planting is scheduled to take place in the Winter of 2024/25. The Council's maintenance team will complete the soil preparation works and support tree planting, which will be delivered via a series of community tree planting events. Each site will be dedicated to the Coronation of King Charles III.
10. The Council was also successful in applying for £49,024.50 of funding from Lot 2 for Community Orchard grants. Subject to approval, the grants are scheduled to open for applications from April 2024, for planting in the Winter of 2024/25.
11. It is expected most Community Orchard grant applications would be in the region of five to 15 fruit trees, which would allow for the funding of approximately 20 orchards. Applicants will be required to evidence they have secured the land and resources to plant the orchard in the appropriate time frames, have

sought advice on species selection and layout, and have plans to manage establishment of the trees and their ongoing care.

Conclusion

12. Cabinet approval is sought to accept the funding in order to deliver the three Micro Woods projects and the Community Orchard Grant scheme in line with the CLHF requirements. The funding will achieve environmental benefits and lasting tributes to the King's Coronation.
13. Cabinet is recommended:
 - i) To approve the inclusion of the Micro Woods projects and Community Orchard Grants in the Council's Capital Programme, with budgets of £27,149 and £49,024.50 respectively.
 - ii) To authorise the Director – Place and Climate Change to accept the Coronation Living Heritage Fund grants, totalling £76,173.50, from DEFRA, for the purposes of delivering the above schemes.
 - iii) To grant delegated authority to the Director – Place and Climate Change to procure the goods and contracts as necessary for the completion of the Micro Woods projects, and to award the Grants as appropriate to deliver the Community Orchard Grants scheme, in consultation with the Cabinet Portfolio Holder for Environmental and Climate Change issues.

Implications

Financial Implications

14. The Micro Woods projects and Community Orchard Grants would be included in the Council's Capital Programme with budgets of £27,149 and £49,024.50 respectively.
15. Neither scheme requires additional capital investment by the Council over and above the DEFRA grant awards, therefore the impact is neutral to the Council's budgets. Any unused capital funds from the awards are to be returned to DEFRA.

Legal Implications

16. Legal considerations for tree planting include land ownership / tenancy agreements, planning implications and covenants. Consideration should be given to the impact of tree planting on Council owned land in light of any potential future devolvement or development of such land.
17. Community Orchard grants will require compliant application, award and evaluation processes. The existing Community Grants award scheme can be used as a template to produce these.

Human Resources Implications

18. Both the Micro Woods and Community Orchard Grant schemes will be delivered using existing internal resources.

Environmental

19. Trees sequester (segregate) carbon by removing carbon dioxide from the air and storing it, as well as providing natural habitats for many species. They also reduce surface flooding and run off (which helps soil conservation) and can moderate extreme temperatures. Trees also serve to reduce air and noise pollution, and encourage outdoor recreation, contributing to the improved health and wellbeing of our communities.
20. Protecting and enhancing biodiversity is a priority of the Environment Strategy. This commitment is reflected in the Corporate Plan, including a pledge to actively manage green spaces to maximise carbon reduction effectiveness. Additionally, the Local Plan's 'Biodiversity and Green Space policy' states the Council will protect and enhance biodiversity, geodiversity, and green spaces, by multi-agency working where appropriate.
21. The Urban Forest 1066 report and Tree Planting Strategy for Bexhill advocate for planting of young trees to support the existing ageing tree population in the area. The planting of appropriate species in the appropriate locations, will develop the district's urban forests to be more diverse, healthy, and resilient to pests, diseases, and the future climate.
22. The CLHF stipulates that all trees must come from suppliers who can demonstrate they meet the Plant Health Management Standard.

Other Implications	Applies?	Other Implications	Applies?
Human Rights	No	Equalities and Diversity	No
Crime and Disorder	No	Consultation	No
Environmental	Yes	Access to Information	No
Sustainability	Yes	Exempt from publication	No
Risk Management	No		

Chief Executive:	Lorna Ford
Report Contact Officer:	Elize Manning, Project Officer (Environment)
e-mail address:	Elize.manning@rother.gov.uk
Appendices:	None
Relevant Previous Minutes:	None
Background Papers:	None
Reference Documents:	Urban Forest 1066 Rother District Council: Bexhill Tree Planting Strategy Plant Health Management Standard.